



**VILLAGE OF BELCARRA
REGULAR COUNCIL AGENDA
VILLAGE HALL
January 14, 2019
6:30 PM**



COUNCIL

Mayor Neil Belenkie
Councillor Rob Begg
Councillor Carolina Clark
Councillor Bruce Drake
Councillor Liisa Wilder

1. CALL TO ORDER

Mayor Neil Belenkie will call the meeting to order.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, January 14, 2019

Recommendation:

That the agenda for the Regular Council Meeting, January 14, 2019 be approved as circulated.

3. ADOPTION OF MINUTES

3.1 Special Council Meeting, December 3, 2018

Recommendation:

That the minutes from the Special Council Meeting held December 3, 2018 be adopted.

3.2 Regular Council Meeting, December 10, 2018

Recommendation:

That the minutes from the Regular Council Meeting held December 10, 2018 be adopted.

4. DELEGATIONS AND PRESENTATIONS

4.1 Brandon Ma & Andrew Bordignon, KPMG, presentation regarding:

- a) Audit Planning Report for the Year Ended December 31, 2018
- b) Governance and Financial Reporting in Local Government

5. REPORTS

- 5.1** Lorna Dysart, Chief Administrative Officer, verbal report regarding John Stubbs, appointment to the Board of Variance

Recommendation:

That the motion dated December 10, 2018 "That John Stubbs re-appointment to the Board of Variance be amended to a one year term beginning January 1, 2019 and ending December 31, 2019" be rescinded; and

That John Stubbs be re-appointed to the Board of Variance for a three year term beginning January 1, 2019 and ending December 31, 2021, in accordance with the *Local Government Act*.

- 5.2** Nancy Gomerich, NG Consulting, report dated January 14, 2019 regarding the Current Investment Strategy

Recommendation:

That the Village continue with its current investment strategy as outlined in the Current Investment Strategy report dated January 14, 2019; and

That the Village amend Policy 196 "Financial Plan – Sources and Uses of Funds" to insert a policy statement on investments as follows:

"10. Investments:

- a) Cash investments will be made first to protect and maintain principal invested and then to maximize returns;
- b) Liquidity of investments will align with capital and operating needs; and
- c) All available cash investments shall be made with the Municipal Finance Authority."

- 5.3** Nancy Gomerich, NG Consulting, presentation regarding Review and Update of the Corporate Strategic Plan

- 5.4** Lorna Dysart, Chief Administrative Officer, verbal report regarding Ride Share opportunities in the Village

Recommendation:

That Council direct the Chief Administrative Officer to prepare a Council report regarding the potential for Ride Share opportunities in the Village.

- 5.5** Lorna Dysart, Chief Administrative Officer, verbal report regarding Resident Only Parking in the Village

Recommendation:

That Council direct the Chief Administrative Officer to prepare a Council report and related Bylaw Amendments regarding Resident Only Parking in the Village.

6. REPORTS FROM MAYOR AND PROJECT LEADS

7. BYLAWS**7.1 Village of Belcarra Revenue Anticipation Borrowing Bylaw No. 528, 2018****Recommendation:**

That "Village of Belcarra Revenue Anticipation Borrowing Bylaw No. 528, 2018 be adopted.

8. CORRESPONDENCE/PROCLAMATIONS**Recommendation:**

That correspondence item 8.1 to 8.9 be received.

ACTION ITEMS

- 8.1** Charles Wordsworth, Volunteer, ISACA BCAWARE Committee, dated November 13, 2018 regarding Declaration of January 28 – February 5, 2019 as BC Aware Days in the Village of Belcarra

Recommendation:

That Council declare January 28 – February 5, 2019 as BC Aware Days in the Village of Belcarra.

- 8.2** Gurinder Mann, Executive Director, CERA Society, dated January 2, 2019, Application from Communities Embracing Restorative Action (CERA) Society for a Community Grant.

Recommendation:

That a Community Grant in the amount of \$353.00 be provided to the Communities Embracing Restorative Action (CERA) Society for support of the Community Youth Justice Program 2019 fiscal year.

INFORMATION ITEMS

- 8.3** Sasamat Volunteer Fire Department, Board of Trustees Meeting Minutes of September 27, 2018
- 8.4** Barb Hobson, Chair, Board of Education, School District No. 43 (Coquitlam), dated November 26, 2018 regarding Child Care Task Force
- 8.5** Oliver Gruter-Andrew, President and CEO, E-Comm, Emergency Communications for BC Incorporated, dated November 30, 2018 regarding Congratulations and Invitation to Tour the E-Comm Facility
- 8.6** Andrew Gage, Staff Lawyer and Anna Barford, Community Organizer, West Coast Environmental Law, dated December 10, 2018 regarding Your Local Climate Change Impacts and the Fossil Fuel Industry
- 8.7** Sav Dhaliwal, Chair, Metro Vancouver Board, dated December 17, 2018 regarding 2019 Metro Vancouver Committee Appointments
- 8.8** Steve Higginbottom, Community Relations Coordinator, BC Hydro, dated December 18, 2018 regarding Lower Mainland Community Relations 2018 Annual Report

- 8.9** Bowinn Ma, MLA (North Vancouver – Lonsdale), Chair and Stephanie Cadieux, MLA (Surrey South), Deputy Chair, Legislative Assembly of BC, dated December 18, 2018 regarding Call for Written Submissions – Select Standing Committee on Crown Corporations

9. NEW BUSINESS

10. PUBLIC QUESTION PERIOD

11. RESOLUTION TO CLOSE MEETING

That the January 14, 2019 Regular meeting of Council be closed pursuant to the Community Charter Section 90 (1) "A part of a Council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (g) litigation or potential litigation affecting the municipality;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public."

12. ADJOURNMENT

Recommendation:

That the January 14, 2019 Regular Meeting be adjourned.



**VILLAGE OF BELCARRA
SPECIAL COUNCIL MINUTES
VILLAGE HALL
December 3, 2018**



Minutes of the Regular Council Meeting for the Village of Belcarra held December 3, 2018 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

Council in Attendance

Mayor Neil Belenkie
Councillor Rob Begg
Councillor Carolina Clark
Councillor Bruce Drake
Councillor Liisa Wilder

Staff in Attendance

Lorna Dysart, Chief Administrative Officer
Bernie Serné, Superintendent Public Works
Paula Richardson, Administrative Services Assistant

Others in Attendance

Nancy Gomerich, NG Consulting

1. CALL TO ORDER

Mayor Belenkie called the meeting to order at 6:30 pm.

2. APPROVAL OF THE AGENDA

2.1 Special Council Meeting, December 3, 2018

Moved by: Councillor Clark

Seconded by: Councillor Begg

That the agenda for the Special Council Meeting, December 3, 2018 be amended by adding:

“Item 3.1(a) Lorna Dysart, Chief Administrative Officer, verbal report regarding an Application for funding from the Union of British Columbia Municipality (UBCM) 2019 Community Resiliency Investment Program (CRI), FireSmart Community Funding & Supports”

CARRIED

3. REPORTS

- 3.1 a) Lorna Dysart, Chief Administrative Officer**, verbal report regarding an Application for funding from the Union of British Columbia Municipality (UBCM) 2019 Community Resiliency Investment Program (CRI), FireSmart Community Funding & Supports

Discussion ensued with regard to the UBCM 2019 Community Resiliency Investment Program (CRI), FireSmart Community Funding & Supports grant application.

Moved by: Councillor Drake

Seconded by: Councillor Clark

That staff be directed to submit an application to the UBCM 2019 FireSmart Community Funding & Supports (CPI) program for funding in the amount of \$25,000. for Fuel Management Treatment for fuel removal and understory thinning as outlined in the application dated December 7, 2018; and

That the Village of Belcarra confirm its willingness to provide grant management should funding be approved.

CARRIED

- 3.1 Nancy Gomerich, NG Consulting**, report dated December 3, 2018 regarding 2019 Budget – Discussion Items.

N. Gomerich noted there are significant items to discuss with regard to the 2019 Budget and that all items, as discussed, will be brought back for final Budget review and adoption. Recommendations are not made and information is provided to Council for consideration.

N. Gomerich noted that the BC Assessment Authority has advised that approximately \$7,000 will be forthcoming. This revenue is the result of new construction that provided additional tax income revenue for the General Fund.

Nancy Gomerich outlined the Budget Discussions for 2019 as follows:

2019 Budget – Decision Packages:

Item 1: Website Development & Maintenance Budget

Description:

The existing Village website has been maintained by the former Mayor at no cost to the Village; the Village must now take over these costs. The Village has issued a Request for Proposals (RFP) for development and maintenance of the Village website.

Moved by: Councillor Drake

Seconded by: Councillor Begg

That Council support the 2019 Capital Costs in the Budget at \$7,500. for website development and maintenance.

CARRIED

Item 2: Public Works Trailer

Description:

Proposal to purchase a quality trailer to expand staff office space. The trailer would be placed in the Public Works Yard (replacing the current trailer / container) and would serve as the office space for the Public Works Superintendent and two Public Works staff and provide additional storage space (to be used primarily for municipal records).

The trailer would be fairly basic and would not include: septic or running water – only heat and lighting, as is currently in place for the existing trailer.

Mayor Belenkie outlined the need for additional office space and meeting space for the Mayor and Council.

L. Dysart provided an overview on the proposal for the Public Works Superintendent to have an office in a modular trailer with the Public Works staff which would also provide for additional record archive storage.

Considerable discussion ensued.

Moved by: Councillor Begg

Seconded by: Councillor Clark

That staff research options for one large or two small modular trailers in the range of \$40,000. - \$60,000. and report back for Budget discussion.

CARRIED

Item 3: Drainage Study

Description:

To complete a study to gather inventory data necessary to complete a drainage asset long-term capital and maintenance plan for the Village

It was noted that Phase 1 of the Drainage Study is complete. The Superintendent of Public Works outlined the work that was completed for that study. It was noted that staff did all the mapping of culverts, etc.

Council discussed various aspects of the study.

Nancy Gomerich commented that staff may apply in April 2019 for a Federation of Canadian Municipalities (FCM) grant. She noted that the 2019 Project Budget was \$50,000., funded: \$40,000. from an FCM grant and \$10,000. from unappropriated surplus.

Moved by: Councillor Begg

Seconded by: Councillor Clark

That staff look into expanding the scope of the Drainage Study within the \$50,000 budgeted.

CARRIED

Item 4 – Mayor & Council Indemnity – Adjustment for 1/3 Allowance becoming Taxable January 1, 2019

Description:

To increase the Mayor and Councillors indemnities from \$20,832. and \$10,446. (x4 Councillors) respectively, to offset the impacts of the change in the tax rules making the Allowance, being 1/3 of the stated indemnity amounts, fully taxable starting in 2019.

N. Gomerich advised that the loss of the 1/3 tax free allowance by Municipal Council members throughout Canada is considered downloading by the Federal Government.

Council members concurred that an adjustment to their remuneration will not be made.

L. Dysart noted that the Council Indemnity Bylaw will go to Council in early 2019 with the Vancouver December CPI adjustment, as per the Policy

Item 5: Mayor & Council Benefits

Description:

To provide benefits to elected officials.

Mayor Belenkie noted that research will be required for self funding of the three options provided.

N. Gomerich will confirm with the Auditors as to whether tax is paid prior to the benefit payment. It was noted that a minimum of three Council members must join the UBCM plan before the February 28, 2019 deadline and remain on the plan for the full 4 year term of office.

Discussion ensued with regard to the Village paying a portion of the premium for Council members.

Item 6: Elected Officials Seminar

Description:

To provide for the Mayor and Council Members to attend the 3 day LGLA Elected Officials Seminar in Richmond.

Council members consensus was that the 4 Council members who wish to attend the seminar will car pool. Accommodations will not be provided.

Item 7: Increase in Administrative Staff Support (1-2 Days every 2 weeks, being .1 FTE to .2 FTE)

Description:

To increase funding for additional administrative staff support from .1 FTE (2018 Budget) to .3 FTE

L. Dysart outlined the Administrative Support Temp. Staff Services whose work includes follow up on parking tickets.

Mayor Belenkie noted that consideration is given to providing timely service to residents without raising taxes.

Consensus was reached that an additional .1 FTE be provided to a maximum of \$7,500.

Item 8 – Bylaw Enforcement & Waste and Recycle Depot (WARD) Attendant Services

Description:

To provide for Bylaw Enforcement services.

N. Gomerich outlined the General Fund and the WARD Fund and the work of staffing for WARD and Bylaw Enforcement.

L. Dysart provided an outline on implementation of the Traffic and Ticketing Bylaw with procedures and processes that have been developed. She advised that the WARD Attendant took Bylaw Enforcement training at the Justice Institute on her own and is now a qualified Bylaw Enforcement Officer. The hours of the Bylaw Enforcement Officer are limited during the off season.

Mayor Belenkie noted that there may be consideration in the future for “resident only” parking in the Village. Anmore has implemented resident only parking. Mayor Belenkie further noted that Bylaw Enforcement is necessary to support the quality of life for the residents in the Village. Discussion ensued regarding the feasibility of using Coquitlam Towing.

Council members consensus was that the overall cost increase of \$8,300. be approved for the WARD & Bylaw Enforcement Fund and that Council review this item with the 2020 Budget discussions.

Councillor Wilder requested to go on record for non-support of an Attendant at WARD.

Item 9 – Records Management Project

Description:

To develop a Records Management Policy for the Village and review and inventory current records, disposing of as dictated by the policy.

N. Gomerich outlined the project and noted that the Records Management work has been deferred in previous years.

Mayor Belenkie noted that staff may request policy information from Anmore who have recently updated their Records Management system.

L. Dysart noted that the long range proposal would be to have an electronic system implemented.

Mayor Belenkie proposed an additional study which would include a short term plan. He suggested that the Chief Administrative Officer consider how to manage the existing paper in the interim and to identify what the project might look like electronically. There would be no dollar value placed on Records Management until there is more research completed.

Item 10: Waste and Recycle Depot (WARD): Curbside Chipping

Description:

Curbside chipping pick up costs are not budgeted for but have been funded from the unused WARD Depot Attendant budget. As the budget in 2019 will be revised downward, this funding will no longer be available. This proposal is to provide curbside chipping twice per year.

The Superintendent of Public Works outlined the current curbside program, completed by an outside contractor, twice a year and used by approximately 50 residents. He advised that the chipping program had previously been managed by Public Works staff which took three days with a much smaller chipper. Residents are encouraged to put chipping in the organics bin at the Waste and Recycle Depot (WARD).

Moved by: Councillor Drake

Seconded by: Councillor Clark

That one chipping event be approved per year at a cost of \$2,700.; and
That staff prepare educational material for residents.

CARRIED

Councillor Begg voted in Opposition

Item 11 – Wildfire Assessment Project

Description:

Take actions to reduce the risks associated with forest fires in / around the Village. Initial work would focus on the removal of combustible materials such as brush / dead trees etc. (referred to as fuel management), followed by an update of the Village's Wildfire Preparedness Plan which was completed in 2007.

Council passed a motion previously on Item 3.1 a) directing Staff to apply for the UBCM 2019 FireSmart Grand Program.

The Superintendent of Public Works outlined the Wildfire grant proposal. The Community Wildfire Protection plan for both Belcarra and Anmore was completed in 2005. He proposed that a pilot project include fuel management with under brush clean up take place behind the Village Hall, the Sasamat Volunteer Fire Department Hall and the Public Works building.

Moved by: Councillor Drake

Seconded by: Councillor Clark

That Council support the UBCM 2019 FireSmart Community Funding & Supports (CPI) program for funding as written.

CARRIED

A recess was called at 9:15 pm.

The meeting reconvened at 9:20 pm.

Item 12 – Village Liquor License

Description:

To provide for the purchase of a Village Liquor license.

Considerable discussion ensued with regard to residents use of the Village Hall as a public meeting space. The possibility of having a fridge with beer and wine paid for by users according to an honour system was discussed with a view to this proposal being cost neutral. Village liability, Hall cleanup and user accessibility were further discussed.

Moved by: Councillor Begg

Seconded by: Councillor Drake

That staff research the provision of a Liquor License for the Village Hall and report back to Council.

CARRIED

Budget Meeting Schedule

N. Gomerich provided a schedule of meetings required to complete the Budget including the Strategic Plan. Staff will propose a schedule of meeting dates to Council for 2019.

Item 13 – Planning Consulting / Services

Description:

The annual 2018 budget for Planning Consulting is \$20,000. The previous Council approved a 5 year contract Planning Consultants to a maximum of \$5,000 per month, or \$60,000. per year. In accordance with recent amendments to the Village Fees & Charges Bylaw, parties for whom planning consulting services are incurred, may be billed by the Village for these costs. Given recent and future expected development in the Village, it is recommended that the Planning Budget be increased by \$10,000. per year to a total of \$30,000.

Discussion ensued with regard to planning services which may be required to deal with the decision of Port Moody Council related to road access at loco Road and Bert Flynn Park.

Moved by: Councillor Begg

Seconded by: Councillor Drake

That the 2019 Budget for Planning Consulting / Services be increased to a total of \$30,000.

CARRIED

Item 14 – Building Inspection

Description:

Building Inspection services were provided by the previous Public Works Superintendent. Following the retirement of the Superintendent, services have been provided by the Building Inspector for three days a week. To date the costs of the Building Inspector have been funded from higher, budgeted, building permit revenue fees and the unappropriated surplus. Anticipated building permit revenues have not materialized and funding from unappropriated surplus is not sustainable long-term, thus an increase in tax revenue is required to support this function.

N. Gomerich noted that municipalities may not profit from fees. The budget was not increased when the previous Public Works Superintendent and Building Inspector retired and the positions were divided. She advised that \$7,000 should be added to the budget.

N. Gomerich indicated that staff review Building Inspection fees and obtain information from comparable municipalities and bring back options with the objective of achieving net neutrality.

Item 15 – Grants/Donations – Information Item

Description:

The Village has a limited grant / donation budget, with grants made typically repeated every year. Under the *Community Charter* grants to businesses are limited to the specific situations as detailed under the Act.

N. Gomerich noted that due to the additional budget information to review, discussions will continue at the Regular Council Meeting on December 10, 2018.

Mayor Belenkie advised that the Major Roads Network (MRN) Grant Application for an extension of Belcarra roadway coverage has again been denied by TransLink.

4. ADJOURNMENT

Moved by: Councillor Wilder

Seconded by: Councillor Drake

That the December 3, 2018 Regular Meeting be adjourned at 10:10 pm.

CARRIED

Certified Correct:

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer



**VILLAGE OF BELCARRA
REGULAR COUNCIL MINUTES
VILLAGE HALL
December 10, 2018**



Minutes of the Regular Council Meeting for the Village of Belcarra held December 10, 2018 at the Municipal Hall, 4084 Bedwell Bay Road, Belcarra, BC.

Council in Attendance

Mayor Neil Belenkie
Councillor Rob Begg
Councillor Carolina Clark
Councillor Bruce Drake
Councillor Liisa Wilder

Staff in Attendance

Lorna Dysart, Chief Administrative Officer
Bernie Serné, Superintendent of Public Works
Paula Richardson, Administrative Services Assistant

Others in Attendance

Nancy Gomerich, NG Consulting

1. CALL TO ORDER

Mayor Belenkie called the meeting to order at 6:30 pm.

2. APPROVAL OF THE AGENDA

2.1 Regular Council Meeting, December 10, 2018

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That the agenda for the Regular Council Meeting, December 10, 2018 be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

3.1 Special Council Meeting, November 20, 2018

Moved by: Councillor Clark

Seconded by: Councillor Drake

That the minutes from the Special Council Meeting held November 20, 2018 be adopted.

CARRIED

3.2 Regular Council Meeting, November 26, 2018

Discussion ensued with regard to an amendment of the minutes as presented.

L. Dysart advised that the minutes are to reflect action, which are the motions, plus a brief summary of discussion and are not verbatim.

Moved by: Councillor Drake

Seconded by: Councillor Clark

That the minutes from the Regular Council Meeting held November 26, 2018 be adopted;

Discussion ensued regarding a sentence in Item 5.2.

Moved by: Councillor Begg

Seconded by: Councillor Drake

That the minutes of the meeting be amended by deleting the following sentence on Item 5.2:

“Councillor Begg agreed to meet with Mr. Reid with the possible formation of a group to discuss this matter”

The motion as amended was voted on and CARRIED

4. DELEGATIONS AND PRESENTATIONS

No items presented.

5. REPORTS**5.1 Lorna Dysart, Chief Administrative Officer, report dated December 10, 2018 regarding Re-appointment to Board of Variance**

L. Dysart outlined the re-appointment to the Board of Variance. She noted that a report will go to Council in January 2019 with regard to the structure of various Committees and Terms of Reference.

Moved by: Councillor Drake

Seconded by: Councillor Wilder

That John Stubbs be re-appointed to the Board of Variance for a three year term beginning January 1, 2019 and ending December 31, 2021.

Council considered a one year appointment due to a review of Committee appointments.

Moved by: Councillor Begg

Seconded by: Councillor Drake

That John Stubbs re-appointment to the Board of Variance be amended to a one year term beginning January 1, 2019 and ending December 31, 2019.

The motion as amended was CARRIED

5.2 Revenue Anticipation Borrowing Bylaw No. 528, 2018

Lorna Dysart, Chief Administrative Officer, verbal report regarding the Revenue Anticipation Borrowing Bylaw No. 528, 2018.

Nancy Gomerich outlined the Revenue Anticipation Borrowing Bylaw No. 528, 2018. She noted that it is a Procedural Bylaw that must be passed before the end of the fiscal year.

Moved by: Councillor Begg
Seconded by: Councillor Wilder

That the Village of Belcarra Revenue Anticipation Borrowing Bylaw No. 528, 2018 be read a first, second and third time.

CARRIED

5.3 Nancy Gomerich, NG Consulting, continued from the December 3, 2018 Special Council meeting regarding 2019 Budget – Discussion Items.

N. Gomerich provided an overview with a PowerPoint on the following:

Capital Works

- Approach to Budgeting & Funding Capital Works
 - Asset Management

N. Gomerich provided an overview of Asset Management strategies including effectively tracking assets and their lifecycle costs to ensure a funding plan is in place for the long term. Considerable discussion ensued.

- Capital Funding Options
 - Move to Lower Service – Level / Standard
 - Existing Capital Reserves
 - Grants
 - Debt

N. Gomerich noted that internal borrowing may be accomplished using funds from other Reserves in the short term. She noted that the Major Road Network (MRN) Grant provides approximately \$30,000. per year for Capital Works plus 50% of works for newly approved MRN works. Discussion ensued with regard to the debt limits of municipalities which are based on definable revenues.

- Summary by Fund
 1. Waste and Recycle Depot (WARD)

Discussion ensued with regard to:

 - Replacement cost, amortization, and Capital Funding
 - Whether the detailed information provided was available for other assets
 2. Water

Discussion ensued with regard to:

 - Fees for residents connected and not connected to the water system
 - Water metering
 - Charges levied by other municipalities
 - Periodic and ongoing maintenance plus mandated testing

3. General

Discussion ensued with regard to:

- Asset categories in the General Fund
 - a) Roads (and related retaining walls, bus stops, etc.)
 - b) Drainage
 - c) Trails, Multi-Use Court, other recreation
 - d) Buildings (Municipal Hall, Public Works buildings)
 - e) Public Works and Administration Equipment (computers, equipment, vehicles, etc.)
- Approximately 7 km of roads in the Village are part of the MRN
- Long-term Capital Plans for required for Drainage, Trails & Buildings

A recess was called at 8:10 pm

The meeting reconvened 8:20 pm

Capital Works Projects for Consideration

All Capital Projects are funded from Capital Reserves that are funded annually from revenue (i.e. taxation / fees)

General Fund

1. Technology for Council – \$4,800. – cell phones – Council did not support
2. Technology for Council – Ipads – \$3,000. – Council did not support
3. Information Technology – \$6,000. – Supported by Council
4. Emergency Preparedness – \$28,000. – (\$25,000 Grant funding approved for 2018)
5. Public Works Modular Trailer for office space and Records Management – \$40,000. – \$60,000. – Supported by Council
6. Lighting at Bus Stops (8) – \$200,000. – Mayor Belenkie advised of a commitment by Honourable Selina Robinson, MLA
7. Reader Board – \$32,000. – Council did not support.
8. Multi-Use Court - \$120,000. – Council did not support.
9. 3600 Block Bedwell Bay Road – \$16,000. (additional \$16,000. from MRN Grant)
Culvert failed – Council requested that the Superintendent of Public Works prepare a list of items outlined in priority order.
10. Young Avenue Turnaround – \$150,000. – Council did not support – Council suggested that the Superintendent of Public Works use alternate methods to provide safety while plowing this road, including chains on the front wheels of the plow truck.
11. Tatlow Trail – Phase 2 - \$18,000. – Council did not support further work at this time.
12. Salish Trail Steps – \$22,000. – Council did not support. Project deferred with a view to development of a Community Group to complete work. Sign to be posted “Use at Own Risk”.
13. Marine Avenue – \$30,000. – Supported by Council – The Superintendent of Public Works has a list of the sections of Marine Avenue.

14. Midden Road – \$60,000. – Council recommended patching the road rather than a full repair. The expectation is that traffic will decrease with the implementation of the proposed Resident Only Parking in the Village.

Water Fund

15. Main Avenue Auto Flusher - \$10,000. – Supported by Council.

WARD Fund

16. Various - \$5,000. – Supported by Council – to streamline operations.

N. Gomerich will provide Council with updated Budget discussion material at the January 14, 2019 Council meeting to reflect items discussed.

Moved by: Councillor Begg

Seconded by: Councillor Drake

That the 2019 Budget – Discussion Items report from N. Gomerich, Financial Consultant, dated December 3, 2018 be received for information.

CARRIED

6. REPORTS FROM MAYOR AND PROJECT LEADS

Mayor Belenkie suggested that Council become members of the Tri-Cities Chamber of Commerce.

Moved by: Councillor Clark

Seconded by: Councillor Drake

That Council approve membership in the Tri-Cities Chamber of Commerce at the cost of \$362.00 per annum.

CARRIED

7. BYLAWS

7.1 Village of Belcarra Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 527, 2018

Moved by: Councillor Wilder

Seconded by: Councillor Clark

That “Village of Belcarra Council Procedure Bylaw No. 356, 2004, Amendment Bylaw No. 527, 2018” be adopted.

CARRIED

8. CORRESPONDENCE / PROCLAMATIONS

Moved by: Councillor Drake

Seconded by: Councillor Wilder

That correspondence item 8.1 to 8.5 be received.

CARRIED

INFORMATION ITEMS

8.1 Honourable John Horgan, Premier, Province of British Columbia, dated November 13, 2018 regarding Congratulations on the Election

8.2 Honourable Selina Robinson, Minister of Municipal Affairs and Housing, Province of British Columbia, dated November 15, 2018 regarding Congratulations on the Election

8.3 Honourable David Eby, Attorney General and Honourable Mike Farnsworth, Minister of Public Safety and Solicitor General, Province of British Columbia, dated November 22, 2018 regarding Congratulations on Election and Retail Sale of Non-Medical Cannabis

8.4 Gordon Ruth, Auditor General for Local Government, Province of British Columbia, dated November 29, 2018 regarding Congratulations on Election and Introduction

8.5 Isobel Mackenzie, Seniors Advocate, Province of British Columbia, dated November 30, 2018 regarding Congratulations on the Election

9. NEW BUSINESS

Councillor Begg queried with regard to a “No Exit” sign at the top of Kelly Road as the trail is damaged where cars turn around. The Superintendent of Public works noted that a “No Exit” sign will cost approximately \$30.00.

10. PUBLIC QUESTION PERIOD

Dave Warren, 4925 Robson Road, queried with regard to pending litigation with the Village.

Jim Chisholm, 4505 Belcarra Bay, queried with regard to operation of the website.

11. ADJOURNMENT

Moved by: Councillor Wilder

Seconded by: Councillor Begg

That the December 10, 2018 Regular Meeting be adjourned at 10:10 pm.

CARRIED

Certified Correct:

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer



Village of Belcarra

**Audit Planning Report for the
year ended December 31, 2018**

KPMG LLP

Dated January 14, 2019

kpmg.ca/audit

4.1 a)

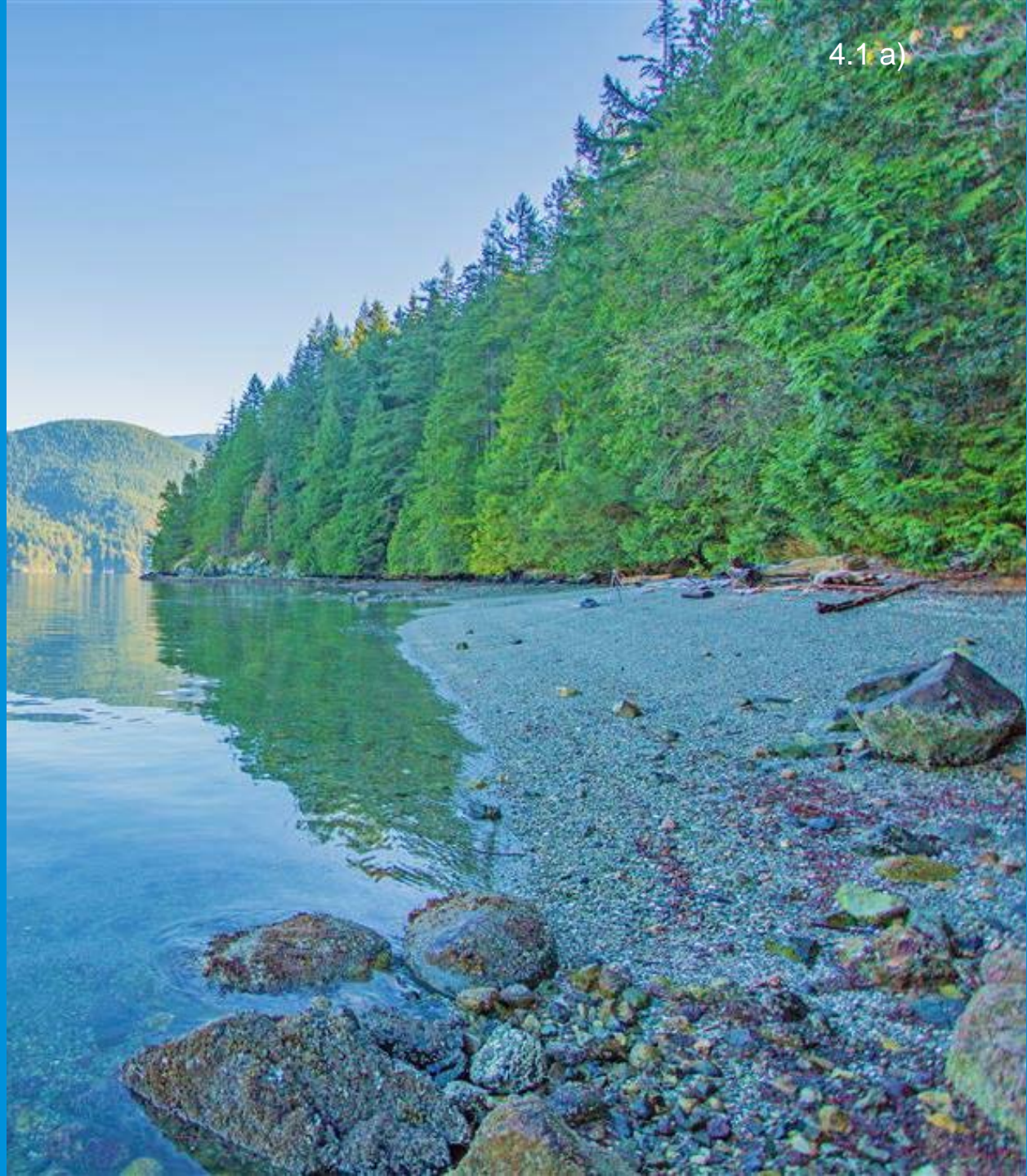


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The contacts
at KPMG in
connection
with this report
are:



Brandon Ma, CPA, CA
Engagement Partner (*)
Tel: 604.691.3562
bjma@kpmg.ca

Andrew Bordignon, CPA, CA
Senior Manager
Tel: 604.455.4017
andrewbordignon@kpmg.ca

(*) We have made a change to the Lead Engagement Partner providing audit services to the Village of Belcarra. Brandon has been introduced to and has met with senior management as part of our audit planning process.

This Audit Planning Report should not be used for any other purpose or by anyone other than the those charged with governance. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this Audit Planning Report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

Considerations in developing our Audit Plan



We are pleased to provide for your review the following information relating to the planned scope and timing for the audit of the financial statements of the Village of Belcarra (the “Village”) for the year ended December 31, 2018.



Audit and business risks

Our audit is risk-focused. In planning our audit, we have had discussions with management to get an update on changes in the operations. We have taken into account key areas of focus for financial reporting in our audit plan. These include:

- Tangible capital assets
- Legal claim

See pages 5-6



Changes in accounting standards

The following new accounting standards have been approved by the Public Sector Accounting Board (“PSAB”) and are effective for the Village’s 2018 fiscal year:

- Related party disclosures
- Inter-entity transactions
- Assets
- Contingent assets
- Contractual rights

Management has commenced work to adopt the new accounting standards.

See page 7



Materiality

Materiality Benchmark

Budgeted Expenses

\$1.88 Million

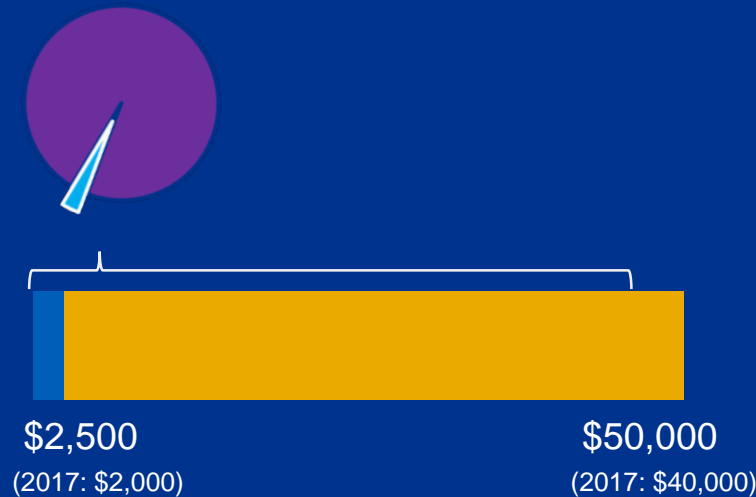
(2017: \$1.85 Million)

Materiality

\$50,000

2.7% of budgeted expenses

(2017: \$40,000, 2.2% of budgeted expenses)



- Misstatements reported to Council
- Materiality for the financial statements as a whole

Materiality represents the level at which we think misstatements will reasonably influence users of the financial statements. It considers both quantitative and qualitative factors.

To respond to aggregation risk, we design our procedures to detect misstatements at a lower level of materiality.

Professional standards require us to re-assess materiality at the completion of our audit based on period-end results or new information in order to confirm whether the amount determined for planning purposes remains appropriate.

We will report:



Corrected audit misstatements



Uncorrected audit misstatements



Areas of audit focus



Areas of focus

Tangible capital assets

Why are we focusing here?

Tangible capital assets represent a significant portion of assets for the Village.



Our audit approach

- Detailed testing of asset additions, including inspection of supporting documentation to determine if additions are capital in nature and to test accuracy of amounts recorded.
- Detailed testing of dispositions including inspection of supporting documentation and assessing if the gain or loss on disposition has been recorded appropriately.
- Review the reasonableness of estimated useful lives and amortization recognized.
- Review agreements for contractual commitments and related disclosure requirements.



Areas of audit focus (continued)



Areas of focus

Legal claim

Why are we focusing here?

The Village was named as a defendant in a claim in December 2017 for wrongful and reckless disregard of the rights of the plaintiff arising out of access to and use of the wharf in the water lot fronting the plaintiff's property.



Our audit approach

- Discuss legal claims with management as well as review legal invoices and Council meeting minutes.
- Obtain written confirmation from the Village's external legal counsel.



Areas of audit focus (continued)



Areas of focus

New accounting standard

Why are we focusing here?

New accounting standards under PSAB are effective for the Village's 2018 financial statements: Related party disclosures, Inter-entity transactions, Assets, Contingent assets, Contractual rights.



Our audit approach

- Review management's assessment of the impact of adopting the new accounting standards.
- If adjustments or disclosures are required as a result of adopting the new accounting standards, perform testing over the accuracy of the amounts recorded or disclosed.
- Assess completeness of adjustments or disclosures that are required as a result of adopting the new accounting standards.



Audit risks



Professional requirements

Fraud risk from management override of controls

Why is it significant?

This is a presumed fraud risk. We have not identified any specific additional risks of management override relating to this audit.

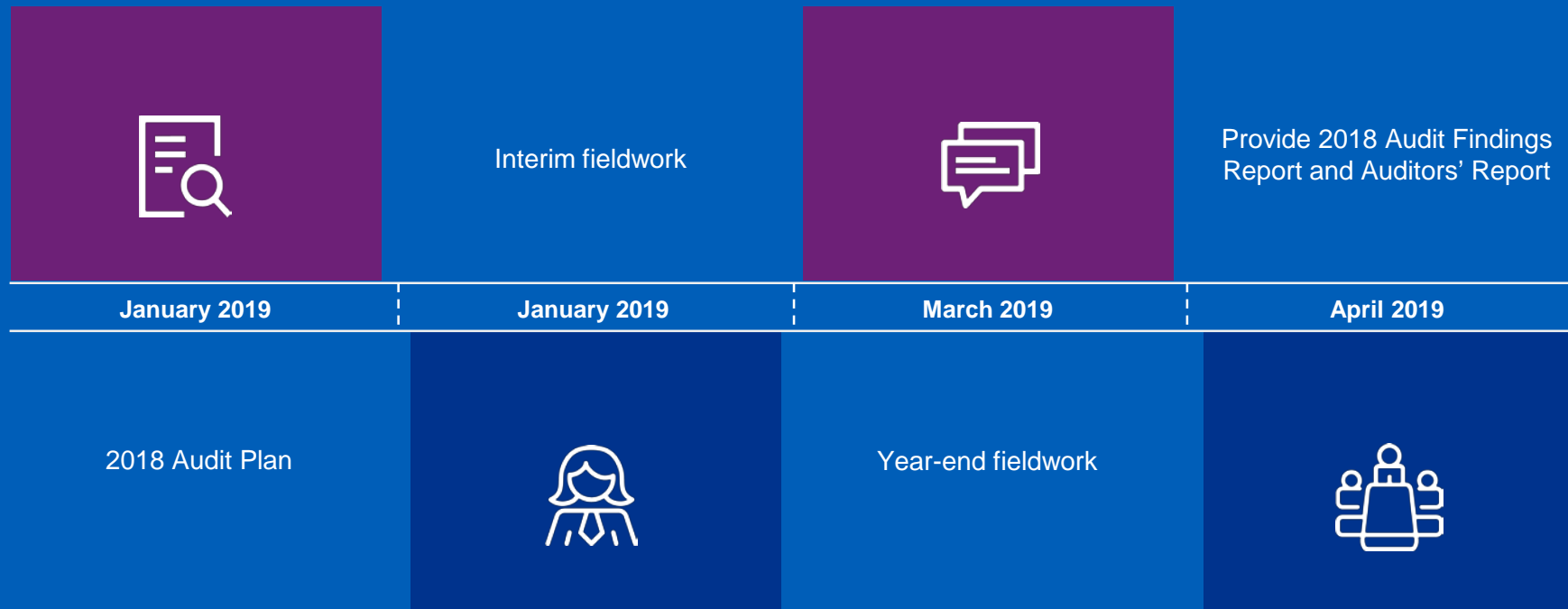


Our audit approach

- As the risk is not rebuttable, our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include testing of journal entries and other adjustments, performing a retrospective review of estimates and evaluating the business rationale of significant unusual transactions.
- We have not identified incremental risks of management override of controls specific to the City.



Key deliverables and milestones



Annual inquiries of Council



Professional auditing standards require that we annually inquire concerning Council's oversight of management's process for identifying and responding to the risks of fraud with the Village. Accordingly, we ask whether you:

- Are aware of, or have identified any instances of, actual, suspected, possible or alleged non-compliance of laws and regulations or fraud, including misconduct or unethical behavior related to financial reporting or misappropriation of assets? If so, have these instances been appropriately addressed to your satisfaction?
- Are aware of any significant fraud risks facing the Village?
- Believe that Council exercises effective oversight of management's process for identifying and responding to the risk of fraud in the Village and these internal controls that management has established to mitigate these fraud risks?
- Are aware of the Village entering into any significant unusual transactions?

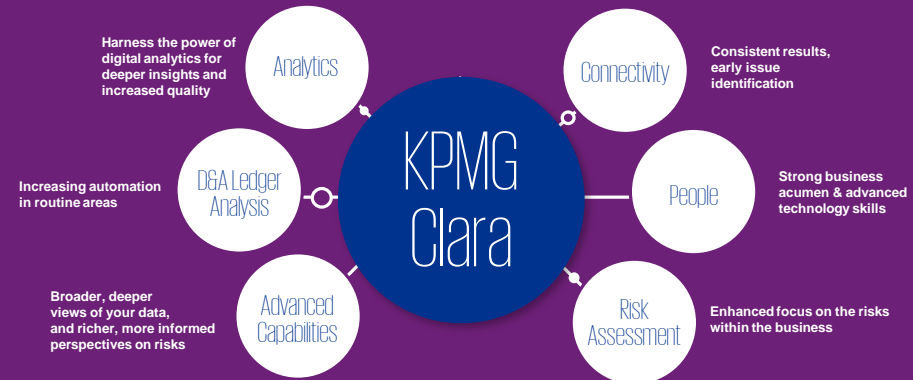
Please provide your response to the above questions to Brandon Ma, Engagement Partner either by phone at 604.691.3562 or email at bjma@kpmg.ca.



The audit of today, tomorrow & the future

As part of KPMG's technology leadership, our audit practice has developed technologies and alliances to continuously enhance our capabilities and deliver an exceptional audit experience.

Technology empowers us with deep analysis over your financial information, focusing our effort and interactions on the areas of greatest risk and minimizing disruption to your business.



Technology we may use today

Tool	Benefit to audit
KPMG Clara Advanced Capabilities	KPMG Clara Advanced Capabilities leverage our data and analytics capabilities, enabling us to analyze 100% of your general ledger data in the planning and account analysis stage and adjust our planned audit approach accordingly to target the areas of greatest risk. It allows us to use automation in performing our audit procedures over accounts such as purchases and payables and journal entries.
Visualization Tool	Our Visualization tool is a powerful and flexible end-to-end analytics platform which we leverage to display dynamic visualization of your data. This enables us to provide valuable insights to your business throughout our audit process.
Account Analysis Tool	Our account analysis tool provides meaningful general ledger data insights during the planning phase of the audit that can be used to assist the engagement team in obtaining a more thorough understanding of the business processes and underlying flow of transactions through utilization of Account Analysis, Visual Ledger and Journal Entry Analysis functional features. Our tool enables a more precise risk assessment and development of a tailored audit approach.
Journal Entry Analysis	Our journal entry tool assists in the performance of detailed journal entry testing based on engagement-specific risk identification and circumstances. Our tool provides auto-generated journal entry population statistics and focusses our audit effort on journal entries that are riskier in nature.
Data & Analytics Routines	We use data and analytics routines where appropriate to perform substantive testing.
Data Extraction & Analytics Tools	Our data extraction tools assist with risk assessment procedures and perform automated audit procedures in key cycles using data extracted directly from your ERP system.



The audit of today, tomorrow & the future

We continue to make significant investments in enhanced methodologies, new technologies and strategic alliances with leading technology companies that can have a transformative impact on auditing, and more broadly, financial reporting. KPMG is investing in the development of innovative audit technologies through both internal solutions and through alliances with technology firms such as Finger Food, Microsoft, IBM Watson and others. We are committed to investing in cognitive technology to develop external auditing tools and technologies. Cognitive technology will enable us to teach a machine how to perceive, reason, and learn like a human being. This will be transformative to our profession, and will directly benefit the Village now and in the future.

We are developing intelligent automation to enable programmed reviews of unstructured data in source documents; freeing our professionals to focus their efforts on areas of greater risk. This may sound simple, but it's actually quite powerful, with complex underlying technologies.



Technology under development

Tools	Benefit to audit
Business process mining (BPM)	BPM harnesses sub-ledger analytics and provides us with a deeper understanding of your processes. Our BPM tool is currently being piloted globally and will be coming soon to Canada. The tool provides immediate visualization of how 100% of your transactions are being processed to complement your process narratives and flow charts. A deeper understanding of your processes enhances our understanding of your business. This will ensure our team is focused on auditing the right risks and leveraging your team's resources efficiently. It also helps us identify inefficiencies or manual workarounds in a process and highlights where the process is under stress.
Artificial Intelligence Financial statement disclosure analysis Tool	Our artificial intelligence capability will compare the Village's financial statement disclosures against existing, new, and modified accounting guidance and pronouncements, in addition to comparing them against peer organizations. We'll be able to share with you not only how your disclosures compare to the requirements but also to your peer group.
Sentiment Analysis	Sentiment analysis is about scanning newsfeeds, social media and public data to get a real-time view of your brand while flagging emerging risks in the process. This allows us to highlight trends, and can also help to identify hotspots by topic or geography. If we see a spike in 'noise,' we investigate and discuss with you, as well as make an assessment of the impact on our audit.
Optical Contract Reader & Analysis Tool	Our Optical Contract Reader & Analysis Tool provides us with capabilities to improve the effectiveness and efficiency of the contract review process. This works by automating the ingestion of contracts and related source documents and extracting and summarizing key terms for the audit engagement team's consideration, in turn providing increased coverage of the population and resulting in greater audit quality. The tool can also be used to read unstructured source documents in PDF format, extracting certain data such as invoice date, invoice number, account number, order number and total amount. This data is then compiled and compared to structured data from the general ledger. Time savings generated from this intelligent automation solution will allow our team to focus their efforts on areas of greater risk.
Robotic Process Automation (RPA)	This application of cognitive computing technology allows our team to configure computer software—or a "robot"—to capture and interpret existing applications for processing a transaction, manipulating data, triggering responses, and communicating with other digital systems. Through improving efficiencies on routine transactions, this enables us to re-direct our efforts to areas of greater risk or value and to increase our coverage over more of the population and increasing our audit quality.

The 2018 Auditors' Reports



Background

In response to stakeholders demanding more than a binary pass/fail opinion from the auditors' report, the new and revised auditor reporting standards have introduced significant changes to the traditional auditors' report we provide.

In April 2017, the Auditing and Assurance Standards Board ("AASB") in Canada approved the new and revised auditor reporting standards as Canadian Auditing Standards (CASs).



Highlights of changes to your 2018 auditors' reports

- Re-ordering of the auditors' report including moving opinion to the first section.
- Separate section on "Material Uncertainty Related to Going Concern" if a material uncertainty is identified.
- Separate section on "Other Information" (e.g. annual report).
- Expanded descriptions of management's responsibilities, including those related to assessing the Village's ability to continue as a going concern.
- New description of responsibilities of those charged with governance (Council).
- Expanded descriptions of auditors' responsibilities.

Currently, the reporting of Key Audit Matters ("KAMs") in the auditors' report is only applicable when required by law or regulation or when the auditor is engaged to do so.



The 2018 Auditors' Reports (continued)

Expected form of the Village's auditors' report on the financial statements

INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of the Village of Belcarra

Opinion

We have audited the financial statements of the Village of Belcarra (the "Village"), which comprise:

- The statement of financial position as at December 31, 2018
- the statement of operations for the year then ended
- the statement of change in net debt for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2018, and its results of operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "**Auditors' Responsibilities for the Audit of the Financial Statements**" section of our auditors' report.

We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



The 2018 Auditors' Reports (continued)

Expected form of the Village's auditors' report on the financial statements

Other Information

Management is responsible for the other information. Other information comprises the information, other than the financial statements and the auditors' report thereon, included in the 2018 Annual Report.

Our opinion on the financial statements does not cover the other information and we do not and will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit and remain alert for indications that the other information appears to be materially misstated.

We obtained the information, other than the financial statements and the auditors' report thereon, included in the 2018 Annual Report as at the date of this auditors' report. If, based on the work we have performed on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact in the auditors' report.

We have nothing to report in this regard.



The 2018 Auditors' Reports (continued)

Expected form of the Village's auditors' report on the financial statements

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Village or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Village's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.



The 2018 Auditors' Reports (continued)

Expected form of the Village's auditors' report on the financial statements

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



The 2018 Auditors' Reports (continued)

Expected form of the Village's auditors' report for the Home Owners' Grants

INDEPENDENT AUDITORS' REPORT

To the Village of Belcarra and Ministry of Municipal Affairs and Housing

Opinion

We have audited the financial information in the accompanying Form C2 – Home Owner Grant: Treasurer/Auditor Certificate comprised of total Home Owner Grants of \$xxx, total reimbursement by the Province of British Columbia (the "Province") of \$xxx, and total balance due from the Province of \$xxx of the Village of Belcarra (the "Entity") for the year ended December 31, 2018, and notes, comprising a summary of significant accounting policies (hereinafter referred to as the "Certificate").

In our opinion, the financial information in the accompanying Form C2 – Home Owner Grant: Treasurer/Auditor Certificate of the Entity for the year ended December 31, 2018 is prepared, in all material respects, in accordance with the financial reporting provisions of Section 12(1) of the Home Owner Grant Act.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "**Auditors' Responsibilities for the Audit of the Certificate**" section of our auditors' report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the Certificate in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



The 2018 Auditors' Reports (continued)

Expected form of the Village's auditors' report for the Home Owners' Grants

Emphasis of Matter – Financial Reporting Framework

We draw attention to Note 1 to the Certificate, which describes the applicable financial reporting framework.

The Certificate is prepared to assist the Entity to meet the requirements of Section 12(1) of the Home Owner Grant Act.

As a result, the Certificate may not be suitable for another purpose.

Our opinion is not modified in respect of this matter.

Other Matter – Restriction on Use

Our report is intended solely for the Entity and the Ministry of Municipal Affairs and Housing and should not be used by other parties.

Responsibilities of Management and Those Charged with Governance for the Certificate

Management is responsible for the preparation of the Certificate in accordance with the financial reporting provisions of Section 12(1) of the Home Owner Grant Act, and for such internal control as management determines is necessary to enable the preparation of a Certificate that is free from material misstatement, whether due to fraud or error.

In preparing the Certificate, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charges with governance are responsible for overseeing the Entity's financial reporting process.

Auditors' Responsibilities for the Audit of the Certificate

Our objectives are to obtain reasonable assurance about whether the Certificate as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.



The 2018 Auditors' Reports (continued)

Expected form of the Village's auditors' report for the Home Owners' Grants

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the Certificate.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the Certificate, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.
- The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the Certificate or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



The 2018 Auditors' Reports (continued)

Expected form of the Village's report on compliance with the School Act

INDEPENDENT PRACTITIONER'S REASONABLE ASSURANCE REPORT ON COMPLIANCE

To the Ministry of Municipal Affairs and Housing

We have undertaken a reasonable assurance engagement of the accompanying statement of the Village of Belcarra's compliance during the period of January 1, 2018 to December 31, 2018, with subsection 2 and 3 of section 124 of Part 8 of the School Act ("the specified requirements").

Management's Responsibility

Management is responsible for measuring and evaluating the Village of Belcarra's compliance with the specified requirements and for preparing the Village of Belcarra's statement of compliance. Management is also responsible for such internal control as management determines is necessary to enable the Village of Belcarra's compliance with the specified requirements.

Our Responsibility

Our responsibility is to express a reasonable assurance opinion on management's statement based on the evidence we have obtained. We conducted our reasonable assurance engagement in accordance with Canadian Standard on Assurance Engagements 3530, *Attestation Engagements to Report on Compliance*. This standard requires that we plan and perform this engagement to obtain reasonable assurance about whether management's statement is fairly stated, in all material respects.

Reasonable assurance is a high level of assurance, but is not a guarantee that an engagement conducted in accordance with this standard will always detect a material instance of non-compliance with specified requirements when it exists. Instances of non-compliance can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users of our report. A reasonable assurance compliance reporting engagement involves performing procedures to obtain evidence about management's statement of the entity's compliance with specified requirements. The nature, timing and extent of procedures selected depends on our professional judgment, including an assessment of the risks of material misstatement of management's statement, whether due to fraud or error, and involves obtaining evidence about management's statement.



The 2018 Auditors' Reports (continued)

Expected form of the Village's report on compliance with the School Act

We believe the evidence we obtained is sufficient and appropriate to provide a basis for our opinion. Information relevant to the Village of Belcarra's compliance with the specified requirements is set out in management's statement of compliance.

Our Independence and Quality Control

We have complied with the relevant rules of professional conduct/code of ethics applicable to the practice of public accounting and related to assurance engagements, issued by various professional accounting bodies, which are founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behaviour.

The firm applies Canadian Standard on Quality Control 1, *Quality Control for Firms that Perform Audits and Reviews of Financial Statements, and Other Assurance Engagements* and, accordingly, maintains a comprehensive system of quality control, including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Opinion

In our opinion, management's statement that the Village of Belcarra complied with the specified requirements established in subsection 2 and 3 of section 124 of Part 8 of the School Act during the period January 1, 2018 to December 31, 2018, is fairly stated, in all material respects.

We do not provide a legal opinion on the Village of Belcarra's compliance with the specified requirements.

Purpose of Statement

Management's statement of compliance has been prepared to report to the Ministry of Municipal Affairs and Housing on the Village of Belcarra's compliance with the specified requirements. As a result, management's statement of compliance may not be suitable for another purpose.



Current developments

Public Sector Accounting Standards

Standard	Summary and implications
Asset Retirement Obligations	<ul style="list-style-type: none">– A new standard has been approved that is effective for fiscal years beginning on or after April 1, 2021.– The new standard addresses the recognition, measurement, presentation and disclosure of legal obligations associated with retirement of tangible capital assets in productive use. Retirement costs would be recognized as an integral cost of owning and operating tangible capital assets. PSAB currently contains no specific guidance in this area.– The ARO standard would require the public sector entity to record a liability related to future costs of any legal obligations to be incurred upon retirement of any controlled tangible capital assets ("TCA"). The amount of the initial liability would be added to the historical cost of the asset and amortized over its useful life.– As a result of the new standard, the public sector entity would have to:<ul style="list-style-type: none">• consider how the additional liability will impact net debt, as a new liability will be recognized with no corresponding increase in a financial asset;• carefully review legal agreements, senior government directives and legislation in relation to all controlled TCA to determine if any legal obligations exist with respect to asset retirements;• begin considering the potential effects on the organization as soon as possible to coordinate with resources outside the finance department to identify AROs and obtain information to estimate the value of potential AROs to avoid unexpected issues.
Revenue	<ul style="list-style-type: none">– A new standard has been approved that is effective for fiscal years beginning on or after April 1, 2022.– The new standard establishes a single framework to categorize revenues to enhance the consistency of revenue recognition and its measurement.– The standard notes that in the case of revenues arising from an exchange, a public sector entity must ensure the recognition of revenue aligns with the satisfaction of related performance obligations.– The standard notes that unilateral revenues arise when no performance obligations are present, and recognition occurs when there is authority to record the revenue and an event has happened that gives the public sector entity the right to the revenue.



Current developments (continued)

Public Sector Accounting Standards

Standard	Summary and implications
Financial Instruments and Foreign Currency Translation	<ul style="list-style-type: none"> – New accounting standards, PS3450 <i>Financial Instruments</i>, PS2601 <i>Foreign Currency Translation</i>, PS1201 <i>Financial Statement Presentation</i> and PS3041 <i>Portfolio Investments</i> have been approved by PSAB and are effective for years commencing on or after April 1, 2021. – Equity instruments quoted in an active market and free-standing derivatives are to be carried at fair value. All other financial instruments, including bonds, can be carried at cost or fair value depending on the government's choice and this choice must be made on initial recognition of the financial instrument and is irrevocable. – Hedge accounting is not permitted. – A new statement, the Statement of Remeasurement Gains and Losses, will be included in the financial statements. Unrealized gains and losses incurred on fair value accounted financial instruments will be presented in this statement. Realized gains and losses will continue to be presented in the statement of operations.
Employee Future Benefit Obligations	<ul style="list-style-type: none"> – The Public Sector Accounting Board ("PSAB") has initiated a review of sections PS3250 <i>Retirement Benefits</i> and PS3255 <i>Post-Employment Benefits, Compensated Absences and Termination Benefits</i>. Given the complexity of issues involved and potential implications of any changes that may arise from this review, the project will be undertaken in phases. Phase I will address specific issues related to measurement of employment benefits. Phase II will address accounting for plans with risk sharing features, multi-employer defined benefit plans and sick leave benefits. – Two Invitations to Comment were issued and have closed. The first Invitation to Comment sought guidance on whether the deferral provisions in existing public sector standards remain appropriate and justified and the appropriateness of accounting for various components of changes in the value of the accrued benefit obligation and plan assets. The second Invitation to Comment sought guidance on the present value measurement of accrued benefit obligations. – A third Invitation to Comment seeks guidance on non-traditional pension plans. The deadline for responses to the third Invitation to Comment is February 1, 2019. – The ultimate objective of this project is to issue a new employment benefits section to replace existing guidance.



Current developments (continued)

Public Sector Accounting Standards

Standard	Summary and implications
Public Private Partnerships ("P3")	<ul style="list-style-type: none">– A taskforce was established in 2016 as a result of increasing use of public private partnerships for the delivery of services and provision of assets.– A Statement of Principles ("SOP") was issued in August 2017 which proposes new requirements for recognizing, measuring and classifying infrastructure procured through a public private partnership. An Exposure Draft of the new standard is expected to be issued in December 2018.– The SOP proposes that recognition of infrastructure by the public sector entity would occur when it controls the purpose and use of the infrastructure, when it controls access and the price, if any, charged for use, and it controls any significant interest accumulated in the infrastructure when the P3 ends.– The SOP proposes the public sector entity recognize a liability when it needs to pay cash or non-cash consideration to the private sector partner for the infrastructure.
International Strategy	<ul style="list-style-type: none">– PSAB is in the process of reviewing its current approach towards International Public Sector Accounting Standards. This project may result in changes to the role PSAB plays in setting standards in Canada.– A consultation paper was released for comment in May 2018 and has closed. The consultation paper described the decision-making criteria PSAB expects to consider in evaluating the international strategy that best serves the public sector. It also introduced four proposed international strategies that PSAB considers to be viable.



Current developments (continued)

Public Sector Accounting Standards

Standard	Summary and implications
Concepts Underlying Financial Performance	<ul style="list-style-type: none">– PSAB is in the process of reviewing the conceptual framework that provides the core concepts and objectives underlying Canadian public sector accounting standards.– A Statement of Concepts (“SOC”) and Statement of Principles (“SOP”) were issued for comment in May 2018 and has closed.– The SOC proposes a revised, ten chapter conceptual framework intended to replace PS 1000 <i>Financial Statement Concepts</i> and PS 1100 <i>Financial Statement Objectives</i>. The revised conceptual framework would be defined and elaborate on the characteristics of public sector entities and their financial reporting objectives. Additional information would be provided about financial statement objectives, qualitative characteristics and elements. General recognition and measurement criteria, and presentation concepts would be introduced.– The SOP includes principles intended to replace PS 1201 <i>Financial Statement Presentation</i>. The SOP proposes:<ul style="list-style-type: none">• Removal of the net debt indicator, except for on the statement of net debt where it would be calculated exclusive of financial assets and liabilities that are externally restricted and/or not available to settle the liabilities or financial assets.• Changes to common terminology used in the financial statements, including re-naming accumulated surplus (deficit) to net assets (liabilities).• Restructuring the statement of financial position to present non-financial assets before liabilities.• Removal of the statement of remeasurement gains (losses) with the information instead included on a new statement called the statement of changes in net assets (liabilities). This new statement would present the changes in each component of net assets (liabilities).• A new provision whereby an entity can use an amended budget in certain circumstances.– Inclusion of disclosures related to risks and uncertainties that could affect the entity’s financial position.

Appendices

Appendix 1: Audit quality and risk management



Appendix 2: KPMG's audit approach and methodology



Appendix 3: Lean in Audit™



Appendix 4: Required Communications



Appendix 5: Accelerate – Key issues driving the Audit Committee Agenda





Appendix 1: Audit quality and risk management



KPMG maintains a system of quality control designed to reflect our drive and determination to deliver independent, unbiased advice and opinions, and also meet the requirements of Canadian professional standards. Quality control is fundamental to our business and is the responsibility of every partner and employee. The following diagram summarises the six key elements of our quality control systems. Visit our [Audit Quality Resources](#) page for more information including access to our audit quality report, *Audit quality: Our hands-on process*.

Other controls include:

- Before the firm issues its audit report, Engagement Quality Reviewer reviews the appropriateness of key elements of publicly listed client audits.
- Technical department and specialist resources provide real-time support to audit teams in the field.

We conduct regular reviews of engagements and partners. Review teams are independent and the work of every audit partner is reviewed at least once every three years.

We have policies and guidance to ensure that work performed by engagement personnel meets applicable professional standards, regulatory requirements and the firm's standards of quality.

We do not offer services that would impair our independence.



All KPMG partners and staff are required to act with integrity and objectivity and comply with applicable laws, regulations and professional standards at all times.

The processes we employ to help retain and develop people include:

- Assignment based on skills and experience;
- Performance evaluation;
- Development and training; and
- Appropriate supervision and coaching.

We have policies and procedures for deciding whether to accept or continue a client relationship or to perform a specific engagement for that client.

Existing audit relationships are reviewed annually and evaluated to identify instances where we should discontinue our professional association with the client.

Appendix 2: KPMG's audit approach and methodology

This year we will expand our use of technology in our audit through our new smart audit platform, KPMG Clara.

Collaboration in the audit

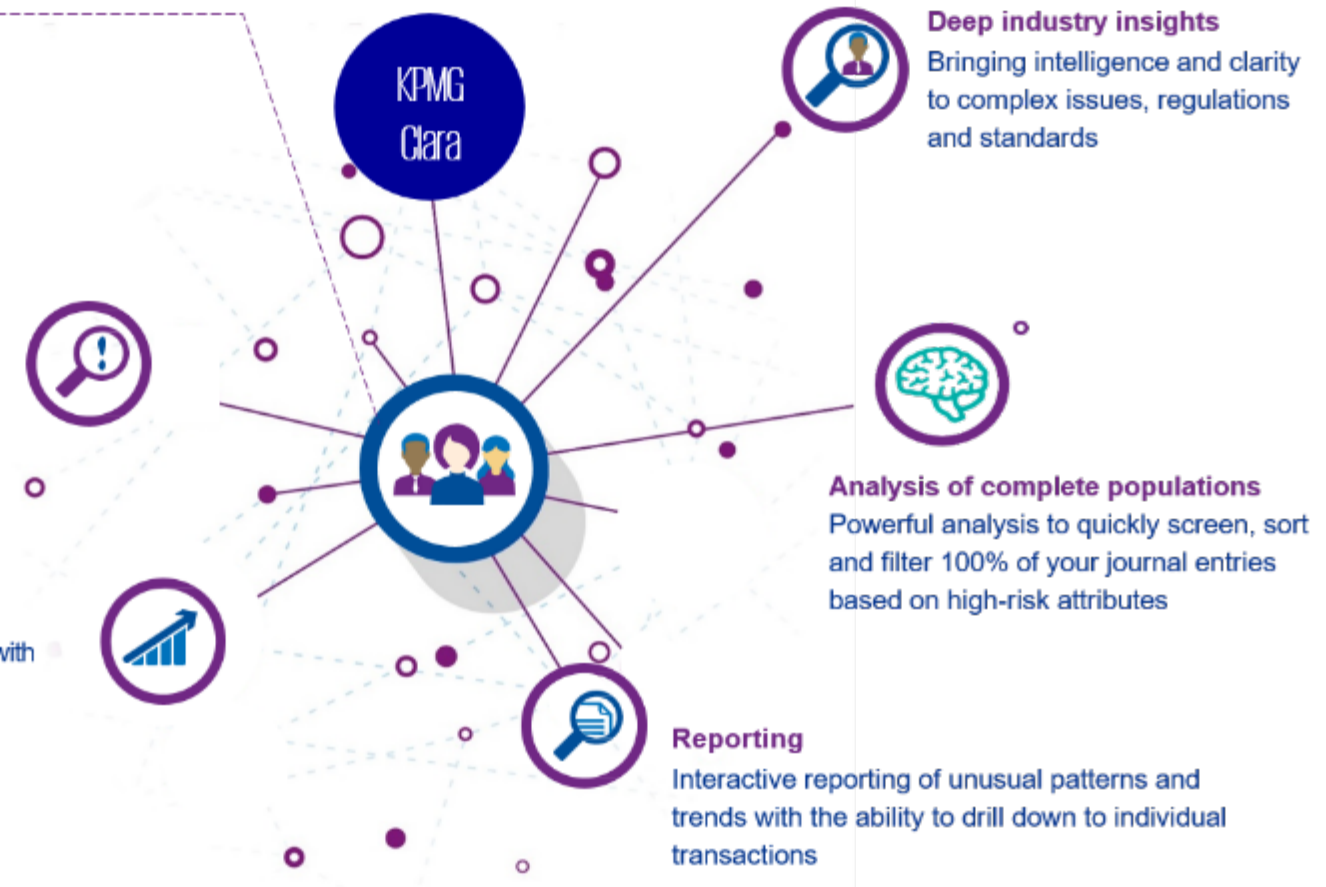
A dedicated KPMG Audit home page gives you real-time access to information, insights and alerts from your engagement team

Issue identification

Continuous updates on audit progress, risks and findings before issues become events

Data-driven risk assessment

Automated identification of transactions with unexpected or unusual account combinations — helping focus on higher risk transactions and outliers





Appendix 3: Lean in Audit™

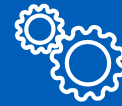


An innovative approach leading to enhanced value and quality

Our innovative audit approach, Lean in Audit, further improves audit value and productivity to help deliver real insight to you. Lean in Audit is process oriented, directly engaging organizational stakeholders and employing hands-on tools, such as walkthroughs and flowcharts of actual financial processes.

By embedding Lean techniques into our core audit delivery process, our teams are able to enhance their understanding of the business processes and control environment within your organization – allowing us to provide a more focused, high quality audit that also identifies actionable quality and productivity improvement opportunities.

Any insights gathered through the course of the audit will be available to both engagement teams and yourselves. For example, we may identify control gaps and potential process improvement areas, while companies have the opportunity to apply such insights to streamline processes, inform business decisions, improve compliance, lower costs, increase productivity, strengthen customer service and satisfaction and drive overall performance.



How it works

Lean in Audit employs three key Lean techniques:



1. Lean training

Provide basic Lean training and equip our teams with a new Lean mindset to improve quality, value and productivity.



2. Interactive workshops

Perform interactive workshops to conduct walkthroughs of selected financial processes providing end to end transparency and understanding of process and control quality and effectiveness.



3. Insight reporting

Quick and pragmatic insight report including your team's immediate quick win actions and prioritized opportunities to realize benefit.



Appendix 4: Required communications



In accordance with professional standards, there are a number of communications that are required during the course of and upon completion of our audit. These include:



Engagement letter

The objectives of the audit, our responsibilities in carrying out our audit, as well as management's responsibilities, are set out in the Agreement for Audit Services made as of October 18, 2017.



Management representation letter

We will obtain from management certain representations at the completion of the annual audit. In accordance with professional standards, a copy of the representation letter will be provided to the Council.



Audit planning report

As attached.



Audit findings report

At the completion of our audit, we will provide a report to Council.



Independence

At the completion of our audit, we will confirm our independence to Council.



Appendix 5: Accelerate – Key issues driving the Audit Committee Agenda

Audit committees are no strangers to change. The days ahead promise constant technological change and with that newfound risks. Today's scale of disruption is rewriting the audit committee's agenda in unprecedented ways, and it's a transformation that demands attention across the board.

In KPMG's inaugural Accelerate report, we identify seven of the key trends impacting organizations today that are disrupting the audit committee mandate.

Below are highlighted area's that may be of interest for the Council and Village

- Data management and security (page 5)
- Automation and the finance function (page 8)

This document can also be found at kpmg.ca/accelerate



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Governance & Financial Reporting in Local Government

kpmg.ca

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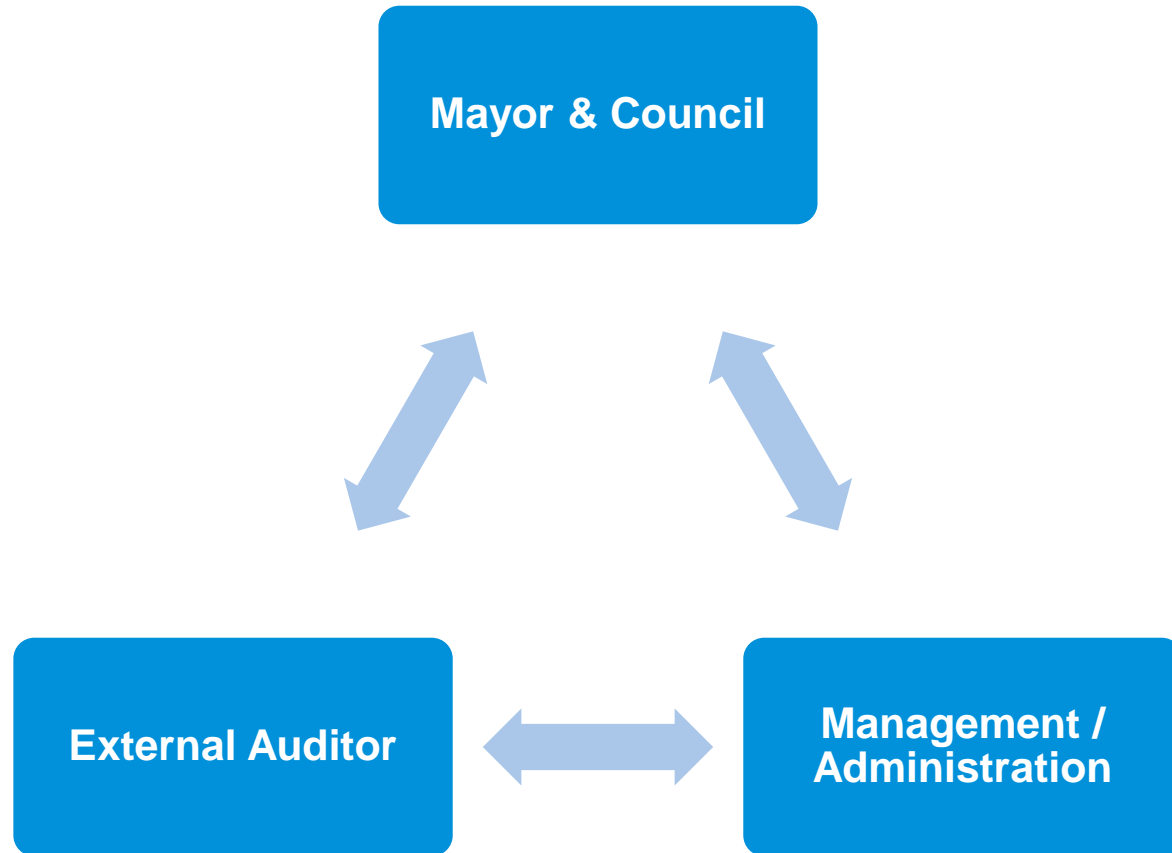
January 2019



Agenda

- **Roles and Responsibilities in Financial Reporting**
 - Mayor & Council
 - Management / Administration
 - External Auditor
- **What is an audit?**
- **Audit of Financial Statements**
- **Financial Reporting Process**
- **Local Government Financial Statements**
- **Financial Reporting Terminology**
- **Common Financial Statement Indicators**

Roles & Responsibilities in Financial Reporting



Roles & Responsibilities in Financial Reporting (cont.)

Mayor & Council roles & responsibilities include:

- Overseeing the development and evaluation of the local government's policies and programs
- Reviewing and approving operating and capital budgets
- Ensuring Management accountability for effectiveness of internal controls
 - Receiving the annual financial statements
 - Providing oversight of processes and control over financial risks
 - Providing oversight of the external audit process including consideration of matters brought forward by the External Auditor
- Appointment of the External Auditor

Roles & Responsibilities in Financial Reporting (cont.)

Management / Administration roles & responsibilities include:

- Preparing the local government's financial or other internal and external reporting in accordance with professional standards
 - Developing and recommending tax levies and other rates
 - Developing and recommending operating and capital budgets
 - Preparing accurate monthly financial reporting
 - Preparing annual external financial reporting
- Developing and implementing efficient and effective internal control structures and processes to respond to organizational and financial risks and to enable preparation of financial statements that are free from material misstatement
- Addressing and responding to the findings and recommendations of the External Auditor and implementing recommendations, as appropriate

Roles & Responsibilities in Financial Reporting (cont.)

External Auditor roles & responsibilities include:

- Conducting an independent audit of the local government's financial statements in accordance with Canadian Auditing Standards
- Expressing an opinion in the form of an Independent Auditors' Report on the financial statements
- Obtaining an understanding of the local government's internal controls for purposes of designing appropriate audit procedures, but not for providing an opinion on internal controls

What is an audit?

The purpose of an audit is to add credibility to information presented by an organization.

- Credibility is needed because users of information such as financial statements often do not have the ability to determine whether the information reasonably reflects an organization's operations and activities in accordance with existing requirements, standards or legislation

Some examples of types of audits are:

- Financial Statement ***
- Financial Information
- Non-Financial Information
- Internal Control over Financial Reporting
- Compliance
- Forensic
- Internal Audits

Audit of Financial Statements

Auditors' Responsibilities

A financial statement audit is conducted by independent 3rd party auditors and includes:

- Examining, on a test basis, the accounting records and financial statements prepared by management
- Evaluating the appropriateness & reasonableness of management's accounting policies, accounting estimates, and related disclosures
- Concluding on the appropriateness of management's use of the going concern basis
- Obtaining an understanding of internal control relevant to the audit but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control
- Communicating with those charged with governance regarding findings and recommendations

Audit of Financial Statements (cont.)

Auditors' Responsibilities (cont.)

In obtaining an understanding of internal control, the auditor may detect weaknesses in internal control or processes which will be communicated to management.

However, an external audit may not reveal all internal control weaknesses within an organization, including those that may result from fraud or misappropriation.

An effective internal control environment is Management's responsibility

Audit of Financial Statements (cont.)

Managements' Responsibilities

Management is expected to carry out certain responsibilities and to provide certain information to the External Auditor, including:

- Preparing, and providing to the External Auditor in a timely manner, all information that is relevant to the preparation of the financial statements
- Responding to inquiries by the External Auditor
- Providing the External Auditor with unrestricted access to persons within the entity from in order to obtain necessary audit evidence
- Designing, implementing, and maintaining effective internal controls over financial reporting processes
- Disclosing any known or suspected fraud or illegal acts
- Adopting and applying sound accounting principles and applying sound judgment in preparing accounting estimates
- Assessing the entity's ability to continue as a going concern

Audit of Financial Statements (cont.)

Auditor communications and reporting

As part of an external financial statement audit, the following documents are normally issued to Mayor & Council and Management:

- Audit Planning Letter – summarizes the External Auditor's understanding of risk and proposed audit approach
- Audit Findings Letter – summarizes findings from the audit, including a summary of corrected and uncorrected audit misstatements
- Management Letter – provides the External Auditor's observations with respect to internal control, including any identified control deficiencies
- Independent Auditors' Report – provides an audit opinion on the financial statements

Financial Reporting Process

Internal

- Budget prepared by management for the coming year and approved by council
- Interim variance reporting prepared by management comparing actual results to the budget and reviewed by council
- Year end financial statements are prepared by management

External

- External stakeholders have interest in your financial results
 - Taxpayers
 - Residents
 - Municipal Finance Authority (“MFA”)
 - Province
- Audited financial statements

Local Government financial statements provides useful information for evaluating the government’s financial condition at the end of an accounting period and its financial performance during the accounting period.

The financial statements are used to assess whether the organization will continue to be able to provide services, achieve its objectives and meet its obligations.

Local Government Financial Statements

Financial statement objectives

Public sector accounting standards require that financial statements:

- Provide an accounting of financial affairs and resources which the government controls
- Present information to describe financial position at the end of the fiscal period
- Provide information to describe changes in a government's financial position, useful in evaluating sources, allocations and consumption of resources, how activities have affected net debt, and how the government financed its activities and how it met its cash requirements
- Financial statements should demonstrate accountability for resources, obligations and financial affairs and assessing whether resources were administered within limits established by legislation

Local Government Financial Statements (cont.)

Financial statement presentation

Other general reporting principles required by public sector accounting standards include:

- Financial statements should be clearly identified and include acknowledgement of the government's responsibility for their preparation
- Notes and schedules, as well as present prior period figures
- Basis for determining reported amounts should be applied consistently and disclosed

Financial Reporting Terminology

Public Sector Accounting Standards (“PSAS”):

- Accounting framework that specifies how transactions and events are to be recognized, measured, presented and disclosed in a public sector entity’s financial statements
- Governed by the Public Sector Accounting Board, which is an independent body established by CPA Canada with the authority to establish accounting standards for use by all Canadian public sector entities.

Components of government financial statements:

- Statement of financial position
- Statement of operations
- Statement of changes in net financial assets
- Statement of cash flows

Financial Reporting Terminology (cont.)

Statement of financial position

- Presents the government's economic resources, obligations and accumulated surplus as at a reporting date

Statement of operations

- Communicates information about changes in the government's economic resources and obligations for the period
- Provides information about the cost of the organization's service delivery activities for the period and the extent to which these expenses were funded by revenues

Statement of change in net financial assets

- Provides information about the net financial resources the organization has available for carrying out its service delivery activities in the future
- Shows the extent to which the organization's operations have resulted in an accumulation or depletion of net financial assets

Statement of cash flows

- Reports the change in cash in the accounting period and how a government financed its activities in the period and met its cash requirements

Financial Reporting Terminology (cont.)

Statement of financial position	
Financial Assets	<p>Economic resources owned by the City</p> <ul style="list-style-type: none">• Cash, Accounts receivable, investments, etc.
Liabilities	<p>Amounts the City owes to others</p> <ul style="list-style-type: none">• Accounts payable, debt, deferred revenue, employee benefits, etc.
Non-Financial Assets	<p>Assets that do not normally provide resources to discharge existing liabilities but are employed to deliver government services, consumed in normal course of operations, are not for sale in normal course of operations</p> <ul style="list-style-type: none">• Tangible capital assets, Inventories, Prepaid expenses
Accumulated Surplus	<p>Represents the City's net worth, the net resources available to provide future services. Indicator of overall financial health but does not represent a pool of surplus cash.</p> <ul style="list-style-type: none">• Reserves, Equity in non financial assets

Financial Reporting Terminology (cont.)

Statement of operations	
Revenues	<p>Increases in the economic resources resulting from operations, transactions and events of the accounting period</p> <ul style="list-style-type: none">• Taxation, Utility charges, Sale of services, Investment income, Contributions
Expenses	<p>Decreases in economic resources resulting from operations, transactions and events of the accounting period and presented based on function rather than object.</p> <ul style="list-style-type: none">• General government, Protective services, Recreation and cultural services, etc. (All are comprised primarily of Salaries and Benefits)

Common Financial Statement Indicators

Net Financial Assets

- Do you have sufficient net financial assets to pay future liabilities?

Reserves

- Do you have sufficient reserves to cover future operating expense overruns?

Tangible Capital assets

- Do you have sufficient capital asset resources to allow you to continue to provide services? Do you have an infrastructure deficit?
- What remaining life do your capital assets have? Do you have a plan to replace fully amortized assets?

Revenues less expenses (annual surplus)

- Will revenue cover your expenses for the year or will you be dipping into your reserves?
- Are you receiving and spending according to budget?



Thank you

Contact us

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COUNCIL REPORT

Date: January 14, 2019
From: Nancy Gomerich, NG Consulting
Subject: **Current Investment Strategy**

Recommendation

That the Village continue with its current investment strategy as outlined in the Current Investment Strategy report, dated January 14, 2019; and

That the Village amend Policy 196 "Financial Plan – Sources and Uses of Funds" to insert a policy statement on investments as follows:

10. Investments:

- a) Cash investments will be made first to protect and maintain principal invested and then to maximize returns;
- b) Liquidity of investments will align with capital and operating needs; and
- c) All available cash investments shall be made with the Municipal Finance Authority.

Purpose

To provide information on the Village's current investment strategy and to recommend an amendment to the Village Policy 196 for the same.

Background

Local Government Investment Limitations

Under S(183) of the *Community Charter* the Village's investment options are limited. The Village may only invest in:

- Non-equity securities guaranteed by Canada, a Province, a Municipality or Regional District/Greater Board, or Chartered Banks;
- Deposits in a savings institution (like a credit union); and/or
- Securities, or the pooled investment funds, of the Municipal Finance Authority ("MFA").

However, as MFA can invest in equities, local governments investing in securities or the pooled investments funds of the MFA, gain access to this market. Notably, MFA does make limited, high-quality/low-risk equity investments, with the held pooled investment funds.

Village Investment Strategy and Current Investments

The Village does not have a written investment policy, but the approach has been to hold all funds not required to fund current operations with the Municipal Finance Authority of BC ("MFA") in one of its three pooled investment funds. This approach is very common for smaller local governments, with the exception of possibly also providing for the investment in a limited amount of longer-term investments in a bank/credit union located in the municipality, for the following reasons:

- Limited funds to invest.
- Limited available staff expertise and time.
- The MFA was created for, and is over-seen by a local government Board, and is therefore uniquely positioned to act in the best interest of local governments. MFA has historically provided investment returns very similar to, or higher than, identified bench mark comparisons (i.e. investments over similar terms, with similar risk and liquidity profiles). The returns on the MFA pooled investment funds are detailed in Attachment A.
- Administrative simplicity of making, and cashing, the investments.

The Village currently holds about \$960,000 in the MFA Bond Fund and moves cash, not required to fund on-going operations, to and from the MFA Money Market Fund as available/required. The MFA Bond Fund investment amount is slightly less than the Village's anticipated level of reserves and surplus expected to be maintained in the longer-term (about 3 years), based on the 5-Year Financial Plan and historical levels (reserves and surplus have not been below \$1M since 2009 and have often been much higher).

Given recent rising interest rates the Village's Bond Fund investment has an unrealized capital loss of about \$22,000, however it is expected that this unrealized loss is temporary and will ultimately be reversed in future years (1-3) should the Village maintain the Bond Fund investment over this period. Please see Attachment B, a memo by MFA (June 2018) that analysis and recommends an investment strategy for municipalities with holdings in the Bond Fund that supports maintaining the current Bond Fund investment as the most favorable option.

About the MFA

The MFA provides long-term, short-term, and equipment financing, investment management (via three pooled investment funds), and other financial services to communities and public institutions in BC. Under the *Community Charter* the MFA must be used for all long-term borrowing.

The MFA was created in 1970 to contribute to the financial well-being of local governments throughout BC. The MFA pools the borrowing and investment needs of BC communities through a collective structure and is able to provide a range of low cost and flexible financial services to local governments equally, regardless of the size of the community. The MFA is independent from the Province of British Columbia and operates under the governance of a Board of Members appointed from the various Regional Districts within the province.

The MFA offers access to three pooled investment funds that are professionally managed by Phillips, Hager & North:

- Money Market Fund – MFA recommends for investment of less than one year
- Intermediate Fund – MFA recommends for investments from one to three years
- Bond Fund – MFA recommends for investments of more than three years

Attachments:

Attachment A – MFA - Pooled Investment Results– November 2018 Report

Attachment B – MFA - Memo – Investing in the MFA Intermediate and Bond Funds in a Rising Interest Rate Environment

Attachment C – Village of Belcarra Policy 196 “Financial Plan – Sources and Uses of Funds”

MFA of B.C. Pooled Investment Results¹

As of November 30, 2018

	1 Month Non- annualized %	3 Months Non- annualized %	Year-to- Date Non- annualized %	1 Year %	3 Years Annualized %	5 Years Annualized %	Since Inception Annualized % ²
MFA Money Market Fund	0.15	0.45	1.48	1.58	1.10	1.06	3.87
Custom Benchmark ³	0.13	0.35	1.02	1.07	0.62	0.61	3.61
MFA Intermediate Fund	0.28	0.47	1.53	1.49	1.20	1.26	3.49
FTSE TMX Canada 365-Day Treasury Bill Index	0.25	0.38	1.24	1.13	0.53	0.64	3.10
MFA Bond Fund	0.51	0.19	0.94	0.50	1.02	1.62	5.85
FTSE TMX Canada Short Term Overall Bond Index	0.57	0.24	0.85	0.37	0.67	1.33	5.57

¹Portfolio and benchmark performance is net of total fees and expenses of 15 basis points per annum (Money Market Fund) and 20 basis points per annum (Intermediate & Bond Fund).

²Inception dates: Money Market Fund – May 1, 1989; Intermediate Fund – March 30, 1994; Bond Fund – May 1, 1989

³Represents custom benchmark: changed from FTSE TMX Canada 91-day T-Bill Index to FTSE TMX Canada 30-day T-Bill Index effective Jan. 1, 2013

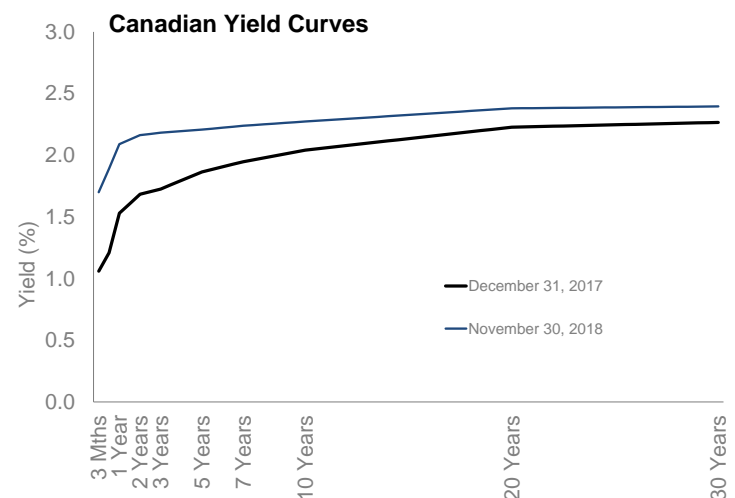
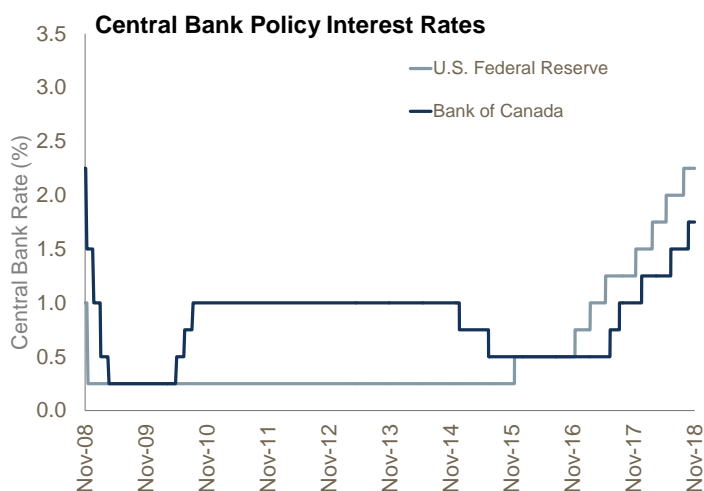
Market Developments

Market Interest Rates

	September 30, 2018	October 31, 2018	November 30, 2018
3 Month T-bills	1.58%	1.74%	1.70%
2 Year Gov't of Canada Bonds	2.21%	2.33%	2.16%
5 Year Gov't of Canada Bonds	2.34%	2.43%	2.21%
30 Year Gov't of Canada Bonds	2.42%	2.53%	2.40%

Government of Canada bond yields rose in the beginning of the month, but ultimately ended at their lowest point of the month on the last day of November in response to the renewed risk-off atmosphere that permeated the market. The increasing negative sentiment was due to a combination of geopolitical developments and uncertainty surrounding global trade prospects. Specifically, turbulent global equity markets, an increase in volatility, the massive decline in oil prices, particularly for Western Canadian Select (WCS), all contributed to the downturn.

Overall, Canada yields decreased by approximately 23 basis points in the front end and 14 basis points in the back end of the yield curve, while corporate credit spreads widened substantially on the back of weakening sentiment in global capital markets. This led to the outperformance of federal and provincial bonds compared to corporate bonds.



Market Outlook

The U.S. Federal Reserve (Fed) met in early November and, as was expected, maintained its policy rate at the current 2.0% to 2.25% level. The accompanying statement was little changed from the prior meeting, which, in the context of more mixed U.S. economic data and falling oil prices, resulted in increased investor caution. Later in the month, Fed Chair Powell commented that policy rates “remain just below the broad range of estimates of the level that would be neutral for the economy,” which market participants interpreted as a signal that the Fed could be slowing, or even pausing, its current hiking cycle. That said, market expectations remain for the Fed to increase its policy rate in December as it continues to move towards what it deems as a neutral policy rate. With that in mind, we continue to expect short-term U.S. interest rates to trend higher over time as the Fed continues along the path to its long-term neutral policy rate.

The Bank of Canada (BoC) did not meet during November. Economic data through the month continued to support the BoC’s desire to reach a neutral monetary policy level with the economy operating close to capacity, unemployment remaining near multi-decade lows, and the average of core inflation measures close to the mid-point of the BoC’s target inflation range. That said, future rate hikes should continue to be viewed as data-dependent. Looking forward, market participants anticipate the next BoC rate hike to occur in the first quarter of 2019, with two to three hikes in total next year. As such, we expect the short-end of the Canadian yield curve to continue to trend higher in line with market expectations as the BoC moves toward a neutral policy rate.

Current Strategy

The Money Market Fund remains focused on building a high quality yield advantage. As such, the Money Market Fund remains fully invested in high-quality corporate money market instruments given their attractive risk-adjusted incremental yield over similar-term government securities. Similarly, the Money Market Fund also maintains an allocation to longer-dated corporate money market securities, which results in a longer-than-benchmark average maturity profile.

The Intermediate and Bond Funds also both favour high quality yield enhancement strategies. The Intermediate Fund maintains a maximum allocation to corporate securities, with the government allocation invested entirely in provincial securities given their attractive yield advantage relative to federal government securities. Similarly, while the Bond Fund continues to have a more defensive risk budget, it maintains a bias towards government agency and corporate credit, rather than federal bonds. The incremental yield gained from these holdings should provide a helpful tailwind to performance.

Structure – As a Percentage of Total Portfolio								
Money Market Fund			Intermediate Fund			Bond Fund		
Term (Days)	Position	Change	Term (Days)	Position	Change	Term (Years)	Position	Change
< 30	36.0%	-7.1%	< 180	7.4%	3.5%	< 1.0	13.5%	-1.6%
31 - 60	28.3%	9.0%	181 - 365	30.0%	-2.3%	1.0 - 2.5	30.5%	-1.6%
61 - 90	12.1%	-9.4%	366 +	62.6%	-1.1%	2.5 - 4.0	25.7%	-1.8%
91 - 120	5.8%	-0.5%				4.0 - 5.5	27.9%	5.6%
121 +	17.8%	8.1%				5.5 - 7.0	2.4%	-0.6%
Government	0.0%	0.0%	Government	30.1%	0.0%	Government	47.98%	5.7%
Corporate	100.0%	0.0%	Corporate	69.9%	0.0%	Corporate	42.29%	0.8%
						Mortgages/MBS	6.82%	-0.2%
						Net Cash	2.91%	-6.3%
Average term	58 days	+10 days	Average term	1.1 yrs	-0.0 yrs	Average term	2.8 yrs	+0.1 yrs
Average yield*	1.93%	0.12%	Average yield*	2.29%	-0.04%	Average yield*	2.39%	-0.18%
Total size	\$1,164.8 mil	-\$10.2 mil	Total size	\$271.4 mil	-\$1.6 mil	Total size	\$542.8 mil	-\$1.4 mil

*Average yield information is referenced net of total fees and expenses of 15 basis points per annum (Money Market Fund) and 20 basis points per annum (Intermediate & Bond Fund).

**MEMORANDUM****DATE: July 12, 2018****TO: Municipal Finance Authority Members & Clients****RE: Investing in the MFA Intermediate & Bond Funds in a Rising Interest Rate Environment**

Recently, some MFA Pooled Fund investors have expressed concerns about holding the MFA Intermediate and MFA Bond pooled funds in a rising interest rate environment. This memo responds to these concerns, including those raised by some BC-based investment advisors who have not been providing local government investors with a balanced point of view.

We have listed below several concerns raised and prudent investing guidelines that should be considered by investors before making rash decisions based on short-term results:

1. “..investing in the MFA Bond Fund is risky in a low and rising interest rate environment... when interest rates rise, bond prices fall...”

It is true that when general interest rates rise, bond prices will fall, all else being equal. However, more often than not, a flight to cash and short-term term deposits by fixed income investors results in underperformance compared to holding longer-term, fixed income investments throughout the cycle.

While one may experience short-term unrealized capital losses by holding bonds, rising interest rates are beneficial to bond investors in the long run because the income they generate in the form of coupon payments reinvested at new, higher, interest rates serve to offset short-term unrealized capital losses.

An illustration provided by Phillips, Hager & North (PH&N), the investment manager for the 3 MFA Pooled Funds, illustrates this principle below. In the two scenarios presented, the yield at the time of initial investment is 2.0%. Immediately following the initial investment, the effects of a rise in general interest rates is presented, demonstrating the impact on the investment's total annualized return over a multi-year time horizon.

Effects of Rate Changes on Bond Returns

Your Time Horizon Should Meet or Exceed Fund's Duration

MFA Bond Fund: yield 2.0%, duration 2.4 years

Annualized Return (Total Period)										
As of May 31, 2018	1Yr	2 Yr	3 Yr	4 Yr	5 Yr	6 Yr	7 Yr	8 Yr	9 Yr	10 Yr
0.5% increase over first year	1.1%	1.8%	2.0%	2.2%	2.2%	2.3%	2.3%	2.4%	2.4%	2.4%
1% increase over first year	0.1%	1.6%	2.0%	2.3%	2.4%	2.5%	2.6%	2.7%	2.7%	2.7%
2% increase over first year	-1.9%	1.1%	2.0%	2.5%	2.8%	3.0%	3.2%	3.3%	3.4%	3.4%

Important steps for investors:

1. Choose bond fund for which your time horizon equals or exceeds fund's duration.
2. After step #1 completed, pray for interest rates to go up!
3. Don't panic and sell when they do.

Following an interest rate hike, the income is reinvested at a higher yield, making up for the initial price loss and eventually offsetting it. By year three in these illustrations, the portfolio's return has not only caught up to the initial portfolio's return but exceeds its growth in market value and grows faster into the future. This underscores the benefits of long-term investment planning and the importance of not making rash decisions and changing strategy when the short-term returns of a given longer-term investment come under pressure. A second example below shows that the higher and faster interest rates move up, the higher the future growth.

Does it Matter How Quickly Rates Change?

Rapidly Rising Interest Rates are GOOD for Long Term Investors

MFA Bond Fund: yield 2%, duration 2.4 years

Annualized Return (Total Period)										
As of May 31, 2018	1 Yr	2 Yr	3 Yr	4 Yr	5 Yr	6 Yr	7 Yr	8 Yr	9 Yr	10 Yr
3% in Year 1	-3.8%	0.5%	2.0%	2.8%	3.2%	3.5%	3.7%	3.9%	4.0%	4.1%
0.5% in each of Years 1-6	1.1%	1.3%	1.6%	1.8%	2.1%	2.3%	2.7%	3.0%	3.2%	3.4%

(Amended) Important steps for investors:

1. Choose bond fund for which your time horizon equals or exceeds fund's duration.
2. After step #1 completed, pray for interest rates to go up, **AND GO UP FAST!!**
3. Don't panic and sell when they do.

Not only are investors who sell immediately after an interest rate hike forgoing the future outperformance, but they also are crystalizing what was merely a loss on paper.

The performance comments above are particularly true for the MFA Intermediate and MFA Bond funds, as these maintain duration profiles that are quite short. For example, the MFA Intermediate and MFA Bond fund have average terms of 1 year and 2.6 years, respectively. These two MFA pooled funds were designed to provide the opportunity to recoup small unrealized capital losses due to the rise of general interest rates. This goal aligns with the return objective of most local governments that need options to invest their permanent reserves over longer-term horizons while remaining within the regulatory constraints under which they operate.

2. "...the Bond Fund 3-year annualized performance is below the MFA Intermediate Fund and the MFA Money Market Fund..."

If your investment time horizon is longer than the duration of the MFA Bond fund, rising rates should ultimately benefit you no matter how large the rate increase. Because the MFA Bond

Fund has a longer-term duration than the MFA Intermediate and MFA Money Market Funds, higher price volatility is expected. This can lead to short-term situations where the total return of the MFA Bond Fund is below the two other funds. However, this situation is expected and most often temporary. As shown in the second illustration above, longer-term time horizons enjoy a greater probability that longer-duration fixed income will achieve higher returns. These higher returns reflect the reward that is commensurate with accepting greater interest rate risk in a fair and efficient capital market.

3. “...investors are better off utilizing fixed term GICs, which show a higher current yield than the MFA Bond Fund...”

The primary issue with fixed term GICs is one of credit risk of the issuer. In finance, there is no such thing as a ‘free lunch’. Higher yields are most often indicative of higher investment risk. This higher risk may or may not be rewarded depending on the credit strength of the issuer and on future unknown and unknowable events.

Typically, higher GIC yields are offered by financial institutions who have a higher credit risk profile. These could be smaller financial institutions with concentrated business lines, weaker balance sheets, and low or limited ability to raise money efficiently and at low cost in the capital markets. It is important to keep credit quality in mind when comparing single issuer-backed GIC rates compared to a diversified pool of marketable fixed income investments. The latter offers investors significant diversification and credit-risk protection while the former does not.

While some unscrupulous investment advisors will talk about a “diversified” portfolio of GICs, keep in mind that the health of smaller Canadian financial institutions is very sensitive to interest rate levels and Canadian housing prices and so will often experience credit deterioration in unison. Granted, one can diversify geographically across Canada, but this diversification is far inferior to buying a large diversified portfolio of corporate and government investment-grade issuers who operate varied businesses, in many cases on a global scale. It is also worth remembering that a local government’s revenue streams are very much tied to the local economy and housing market, factors that are among the biggest determinants of a local credit union’s ability to repay its own debts.

More alarmingly, BC credit unions are often misjudged as having “no credit risk” due to the perceived notion that the province of BC “guarantees” BC Credit Union deposits in full. In fact, the relationship is more complex than is commonly understood. The *Financial Institutions Act*

(British Columbia) provides in section 271(5) that if the deposit insurance fund established and administered by the Credit Union Deposit Insurance Corporation of British Columbia (CUDIC) is impaired, the Lieutenant Governor in Council (commonly referred to as the Cabinet) **may direct** the BC Minister of Finance to repair the fund. In other words, there is clearly no explicit guarantee by the Province of BC to meet the obligations of CUDIC.

Worse still, in the post financial crisis era, Governments around the world are less likely to bail-out financial institutions in the future as evidenced by increased regulatory scrutiny and the newly introduced “bail-in” regime for banks. It should also be noted that like any insurance entity, CUDIC does not hold reserves, dollar for dollar, to cover 100% of the risks for which it provides insurance. The reality is that if an economic crisis materializes, the financial demands on CUDIC could easily outstrip its ability to protect BC credit union deposits. In fact, there have been many instances around the world where deposit insurance has been insufficient to meet liquidity needs of depository institutions during a crisis. While central governments have at times bailed out deposit insurance programs to help retail depositors, it is common for institutional depositors to have experienced significant losses and receive no government relief. This makes sense as institutional depositors are deemed to not require additional extraordinary protection from a government, given their higher level of sophistication relative to a retail depositor.

Summary

The MFA Intermediate and Bond pooled funds are well designed for the needs of BC local government investors. They are intended for those investors with longer time horizons. They allow easy access to a low-cost, diversified, and professionally managed portfolio of corporate and government bonds. Maximizing returns for the longer term while using these funds, however, requires sticking to a plan, remembering the objectives and time horizons of one’s portfolio, and to not get unduly influenced by short term results by selling and crystalizing short term losses.

GIC investments will always play an important role in any local government’s portfolio. They are good yield enhancing tools relative to other investment options, but need to be assessed critically considering the material credit risks inherent to the sector. One goal of local government investors is to maximize risk-adjusted returns (not just returns!) and having a well-constructed, diversified portfolio (by geography and sector) that includes deposits, GICs, governments and corporate bonds is a great way to achieve that goal.

To address the needs of MFA clients with very short time horizons, in addition to the MFA Money Market fund, we have also recently negotiated very attractive terms for our customers for new Pooled High Interest Savings Accounts (PHISAs) with two major Canadian banks. These PHISAs are intended to provide higher-yielding options to BC local governments while investing in larger, diversified global financial institutions, thus addressing the diversification and credit risk management issues of concentrating too much of one's portfolio in riskier credit union GICs.

Should you have questions regarding this information, or about your own investment portfolio, please contact the MFA at mfa@mfa.bc.ca or 250-383-1181 and we will put you in touch with the professional Investment Portfolio Managers at PH&N.



For almost 50 years, the MFA's mandate has been to provide financial solutions to BC's Local Governments. Our team of dedicated local government finance specialists provide programs and services specifically designed to meet the legislative and operational requirements of our clients. Our non-profit organization is unique in Canada, and prides itself on our professionalism, contributions to education and leadership, and cost-savings for all BC communities and their tax payers.



VILLAGE OF BELCARRA
CORPORATE POLICY NO. 196



Title: Financial Plan – Sources and Uses of Funds

ISSUED BY: CAO	APPROVED BY: COUNCIL	DATE : Feb 23, 2015
REVISED BY:	APPROVED BY:	DATE :

Legislative Basis

The Community Charter authorizes that a municipality may establish policies and procedures relative to its financial plan administration and fund management.

Purpose

The purpose of this policy is to guide decision making on financial planning issues relating to all major sources and uses of funds.

Policy

- 1. Structurally Balanced Operating Budget:** The annual operating budget will be structurally balanced such that reoccurring operating revenues will equal or exceed recurring operating expenses and debt principle repayment. Operating revenue and expenses are those sources and uses of funds meeting the definition of a revenues and expenses under Public Sector Accounting standards; they do not include transfers to/from reserves and surplus or debt proceeds. If a structural imbalance occurs, a plan will be developed and implemented to bring the operating budget back into balance.
- 2. General Operating Statutory Reserve:** The municipality shall maintain a General Operating Reserve sufficient to finance operations prior to taxes and fees being collected, to fund periodic one-time operating expenses, and to provide contingency funding for potential emergency or crisis events. The target balance of the General Operating Statutory Reserve plus the Unrestricted Surplus is equal to the greater of \$500,000 or six months normalized operating expenses. If the target balance is not met, a plan will be developed and implemented to increase the reserve balance. Excess funding may be used for one-time items or capital purposes at the direction of Council.
- 3. Capital Reserve & Establishment of Capital Funding Envelopes:** Capital funding envelopes ("CFE"), being an allocation of annual general revenue funding, will be established for all major tangible capital asset ("TCA") categories that will provide sufficient funding to provide for "required" capital expenditures for all existing TCA net of any acceptable debt funding (see Debt policy statement below) and third party sources. Annual CFE allocations shall be transferred to a Statutory Capital Reserve which shall be the source of general revenue funding for capital expenditures on existing TCA.

“Required” capital expenditures include maintenance, rehabilitation and replacement capital works on existing TCA, including works necessary to meet increased service demands and current accepted service-level standards, and are those that minimize lifecycle costs and maintain TCA condition to meet minimum acceptable levels for health and safety purposes. To the extent that “Required” capital expenditures are not known, the CFE shall be set at the level actually funded in the most recent approved budget and then changed each year to reflect the change in inflation. When “Required” capital expenditures are known, to the extent that the existing CFE is not sufficient, a plan will be developed and implemented to increase the CFE. Excess CFE funding (considering all TCA categories together) may be used for one-time items or other capital purposes at the direction of Council.

4. **Debt:** Annual debt servicing expenditures on long-term debt shall be no greater than the target of 10% of “Revenue”. Revenue is as defined by Provincial Regulation (generally, is that reported in the last audited financial statements, excluding transfers (grants) for the capital purposes, and contributed or donated capital assets), with further adjustments to normalize revenue to remove significant one-time amounts. As a result of the Potable Water Capital Project the target of 10% is currently exceeded, thus additional debt will not be incurred subject to demonstrated benefits exceeding costs and with elector approval in the manner detailed in the Community Charter.
5. **One-time Revenues:** One-time revenues such as proceeds from asset sales, debt refinancing, revenue spikes (ex. planning & development fees due to a major development) and similar revenues shall not be used to fund on-going operating expenses. One-time revenues may be used to fund one-time operating expenses, capital expenditures, early debt repayment where the debt is borne by all taxpayers in the municipality, or to replenish reserves or surplus to target levels.
6. **User Fees:** User fees shall be set to generate revenues sufficient to pay for the full cost of providing the service times the percentage of the service benefit attributed to the individual receiving the service (as opposed to the percentage of the benefit attributed to the community as whole), adjusted as necessary as determined by market factors.

Full costs include all direct costs associated with providing the service, amortization, and allocated over-head costs for departmental and general government operations.

Services for which the individual benefit is 100% include: provision of water and recycling & refuse services. The individual benefit for all other services will be set by Council after consideration of identified individual and community benefits, market, and other relevant factors. To the extent that Council has not set the individual benefit percentage, the fee shall be set on another basis as deemed appropriate by Council.

Fees will be reviewed and updated normally every five years; in the interim years, fees shall be adjusted annually to reflect the change in inflation. All fees must be approved by Council.

- 7. Property Tax Rates:** Property tax rates shall be set to maintain the same property tax ratios to the residential property tax class as those set by the Provincial Government for property taxes legislated to be calculated on the Hospital Assessment. Adjustments to this policy can be made by Council as determined by market and other factors determined to be appropriate. All tax rates must be approved by Council.
- 8. Grants:** Staff will seek out and apply for grants that address municipal goals and priorities and for which the benefits outweigh the costs. All grant applications must be approved by the Chief Administrative Officer (CAO), subject to review of a grant synopsis report that outlines the corporate goals and priorities addressed and immediate and on-going costs and benefits.
- 9. Funding Non-current Liabilities:** The municipality shall set tax and fee rates to fully fund the amount of all non-current liabilities (i.e. post-retirement benefits, etc.) as applicable, attributed to and (estimated to be) expensed in the respective year. To the extent that accrued non-current liabilities have not been funded in past years, a plan will be developed and implemented to fully fund.

Responsibilities

1. The Financial Officer has overall responsibility to ensure compliance with this policy.
2. The Superintendent of Public Works has the responsibility to ensure compliance with this policy as it relates to the public works division and the CAO with respect to all other departments.

Reports

The Financial Officer will prepare a report to Council at the start of the financial plan development process detailing the extent to which the policies stated herein have been met.

Policy Review

A review of this policy will be conducted each year as part of the financial plan development process.



VILLAGE OF BELCARRA

"Between Forest and Sea"



Corporate Strategic Plan 2016 – 2019/2020 Updated November 2017

Corporate Strategic Plan Purpose & Process

This Corporate Strategic Plan (“the Strategic Plan”) is Council’s leadership document for the Village.

The purpose of the Strategic Plan is to provide overall direction and set strategic priorities to focus the Village’s limited resources to best support the achievement of a community, and the provision of services, desired by the citizens of Belcarra.

Although the Village is guided by various plans, the Strategic Plan fulfills a need to have a single plan that provides over-riding direction given the complexity of our operating environment and the ever-increasing demand on our limited resources. As such, the Strategic Plan is considered the “mother of all plans”, and accordingly, all plans, activities and actions of the Village must be consistent with, and support the implementation of, the Strategic Plan.

The Strategic Plan articulates the purpose of the Village (Mission Statement), details Community and Corporate Values to be honored and used to guide all actions and decisions, sets out the longer-term direction of the Village (Vision and Goal Statements), and identifies and prioritizes a limited number of Strategic Objectives and supporting Strategies and Action Plans. The Strategic Objectives are the “core” of the Strategic Plan as they identify the areas of Village operations, identified by Council, to be the most important to focus on, in order to move the Village towards achievement of its longer-term Vision and Goals. Strategic Objectives are prioritized and limited in number in recognition of the Village’s limited resources and existing legislative and operational requirements

The Mission, Vision, Values, Goals, Strategic Objectives and Strategies contained in the Strategic Plan will be revisited and either confirmed or amended by Council near the beginning of each new term of Council, augmented by annual review and adjustments as required prior to the coming years financial planning process. In response to Council’s set Strategic Objectives and Strategies the Village’s Management Team will develop two year supporting Action Plans that will identify the actions to be undertaken to support their achievement. The Action Plans will be approved by Council and included in the Strategic Plan. The Action Plans will be reviewed and updated as required, following quarterly Progress Reports to Council that identify actions and achievements to date and provide an opportunity to make timely changes thereto as approved by Council.

Village of Belcarra Mission

To enhance the quality of life for citizens, visitors and future generations in our municipality and the region. We strive to live in harmony with each other and our environment, while providing core municipal services.

Community Values

Belcarra is a proud and unique community.

Belcarra recognizes our municipality's natural west coast beauty as a source of pride worth protecting. We treasure tradition in our community comprised in its welcoming character and accessible allure.

Belcarra is a model municipal entity that works effectively to engage and respect the diverse interests of its citizens.

Belcarra celebrates the diverse and active engagement of its citizens and the significance of its volunteerism. Belcarra offers simple and basic neighbourhood opportunities to sustain and enrich our lives. We are actively involved in the social, environmental and political life of the region.

Belcarra is a clean, green, semi-rural and sustainable municipality.

We recognize the importance of the natural beauty surrounding Belcarra and integrate environmental stewardship into our daily activities. We respect, preserve and enhance the health of the environment for present and future generations.

Corporate Values

The Village of Belcarra supports community engagement and advocates accessible and transparent local government administration.

We utilize clear, consistent and transparent decision-making processes, offering opportunities for input and guidance; embracing change while respecting tradition.

The Village of Belcarra fosters civic stability and security.

Our semi-rural setting provides a distinct perspective within the regional district, and the municipality seeks to represent the interests of those in similar environments while supporting economic, social and community consistency and sustainability. In endeavoring to preserve health and safety, we consider the needs and well being of the community, our operations and our physical environment.

The Village of Belcarra promotes wellness and progression in the workplace.

We embrace principles which facilitate staff empowerment, development and succession opportunities, while striking a balance between home and work life.

Village of Belcarra Vision & Goals

We are committed to achieving social, environmental and economic sustainability. Given the value of our community's heritage and its diversification, we will harness **a balance between consistency and progression – enhancing the livability, health, safety and civic pride** for future generations of Belcarra.

Community Sustainability:

- Goal 1** Individuals and groups have a collective sense of belonging and contributing to the municipality, and the municipality's social, political, economic and cultural life.
- Goal 2** Volunteerism is an integral component of community sustainability and is encouraged.
- Goal 3** Individuals have access to the natural amenities of the area and feel safe and secure in doing so.

Environmental Sustainability

- Goal 1** Awareness of environmental impacts results in active public participation in environmental improvements.
- Goal 2** Human activities and consumption are balanced with the environment's ability to absorb emissions and impacts.
- Goal 3** The health of residents is protected from environmental risks.

Governance:

- Goal 1** We are a model of open, accessible, democratic decision-making processes. We encourage and embrace dialogue encouraging residents to contribute their ideas, opinions, and energy to the well being of the municipality.
- Goal 2** The municipality has appropriate legislative authority, financial tools and organizational structures and processes to undertake its responsibilities and achieve goals that support and enhance the municipality's quality of life within its financial capacity.
- Goal 3** Core Public services are appropriate for community needs, of high quality, well-coordinated and easy to access.
- Goal 4** The Village of Belcarra actively engages with other orders of government particularly regarding issues affecting the municipality.

Economic Sustainability:

- Goal 1** The Village of Belcarra has the necessary social, budgetary and physical infrastructure to ensure sustainability as a municipality.
- Goal 2** Long term financial planning with minimal debt financing, focused on maintaining and acquiring quality infrastructure.
- Goal 3** Projects and initiatives are evaluated against sustainability.

Village of Belcarra Strategic Objectives/Priorities, Strategies and Action Plans

The following Strategic Objectives/Priorities identify topic areas and strategies and specific action plans where staffs limited discretionary time, beyond the day-to-day operational requirements, should be focused in order to best move the Village toward achievement of its' Vision. They are not intended to, nor do they, encompass everything that the Village does or all services. These Plans are prioritized with significant focus directed to the top one to four items.

Corporate Plan 2016 -2019/2020, Updated November 2017

Priority # 1 – Municipal Bylaws & Policies, Review/Update – 2018 FOCUS: ZONING BYLAW, HIGHWAY ENCROACHMENT BYLAW, PARKING BYLAW					
Objective	Strategy	2017 Plan	2017 Results	2018 Plan	2019/2020 Plan
Ensure key municipal bylaws and policies meet legislative and operational requirements	Identify, prioritize and review and update municipal Bylaws and policies	<ul style="list-style-type: none"> Complete review and update of the Zoning Bylaw with the Zoning Advisory Committee and Planning Consultants <ul style="list-style-type: none"> - Prepare Draft and finalize with Council - Hold Public Hearing - Obtain Council approval 	<ul style="list-style-type: none"> Worked with Consultants and the Zoning Advisory Committee ("ZAC") to substantially complete Zoning Bylaw review and update 	<ul style="list-style-type: none"> Complete review and update of the Zoning Bylaw <ul style="list-style-type: none"> - Prepare Draft and finalize with Council - Hold Public Hearing - Obtain Council approval Complete review and update of Highway Encroachment Bylaw & Agreements Parking/MTI Bylaw review and update <ul style="list-style-type: none"> - Hire consultant - Update bylaw - Develop supporting policy/procedures 	<ul style="list-style-type: none"> Possible NEW options include: <ul style="list-style-type: none"> - MTI Bylaw - Tree Bylaw

Corporate Plan 2016 -2019/2020, Updated November 2017

Priority # 2 – Public Safety – Non Vehicle Travel – 2018 FOCUS: TRAIL & ROADWAY IMPROVEMENTS					
Objective	Strategy	2017 Plan	2017 Results	2018 Plan	2019 /2020 Plan
<p>Improve non-vehicle (pedestrian, bike etc.):</p> <ul style="list-style-type: none"> - Safety on roadways - Trails 	<p>Increase driver awareness</p> <p>Identify and implement new and improved signage and/or physical roadway changes/additions</p> <p>Identify and implement new and improved trail options</p>	<p>New and improved signage and/or physical roadway changes/additions</p> <ul style="list-style-type: none"> • Establish budget for improvements <p>Identify and implement new and improved trail options</p> <ul style="list-style-type: none"> • Identify/Prioritize and complete possible improvements 	<ul style="list-style-type: none"> • Improved / additional road signage • Bedwell Bay Road cat eyes installed • Roads Asset Management Plan identified, prioritized and set budgets for all roads safety issues • Obtained cost estimates for priority trail improvements • Completed <ul style="list-style-type: none"> - Upper Tatlow - Phase I Watson 	<p>Address prioritized road safety concerns identified in the 2017 Asset Management Plan</p> <ul style="list-style-type: none"> • Complete priority trail works: <ul style="list-style-type: none"> - Middle Tatlow - Phase II Watson • Identify and apply for all possible grants to fund planned capital works in 2018 	<ul style="list-style-type: none"> • <i>To be determined</i>

Corporate Plan 2016 -2019/2020, Updated November 2017

Priority # 3 – Transportation Infrastructure – 2018 FOCUS: REFINE & IMPLEMENT TRANSPORTATION CAPITAL PLAN					
Objective	Strategy	2017 Plan	2017 Results	2018 Plan	2019 /2020 Plan
Infrastructure meets current and future community needs	Develop infrastructure Long-Term Asset Management and Financial Plan(s) that identifies maintenance, and capital expenditure needs and supporting funding plan	<ul style="list-style-type: none"> Complete Roads Long Term Plan 	<ul style="list-style-type: none"> Plan completed and reviewed with Council 	<ul style="list-style-type: none"> Refine plan via obtaining geotech report on priority road works and retaining walls Develop prioritized 10 year funding plan Address prioritized safety concerns identified in the 2017 Asset Management Plan Implement recommended Crack Fill etc. maintenance programs detailed in the 2017 Asset Management Plan Identify and apply for all possible grants to fund planned capital works in 2018 	<ul style="list-style-type: none"> <i>To be determined</i>

Corporate Plan 2016 -2019/2020, Updated November 2017

Priority # 4 – Recreation Infrastructure – 2018 FOCUS: TENNIS COURTS					
Objective	Strategy	2017 Plan	2017 Results	2018 Plan	2019 /2020 Plan
Infrastructure meets current and future community needs	Develop infrastructure Long-Term Asset Management and Financial Plan(s) that identifies maintenance, and capital expenditure needs and supporting funding plan	Conclude operational status review and update with Metro Parks	<ul style="list-style-type: none"> Metro Vancouver Board approval for Tennis Court License (expected in October 2017) Reviewed court condition and obtained quotes for needed repairs and updates 	<ul style="list-style-type: none"> Prioritize needed repairs and develop implementation and funding plan (phase works if reasonable) 	<ul style="list-style-type: none"> <i>To be determined</i>

Corporate Plan 2016 -2019/2020, Updated November 2017

Priority # 5 – Drainage Infrastructure – 2018 FOCUS: LONG TERM DRAINAGE CAPITAL PLAN					
Objective	Strategy	2017 Plan	2017 Results	2018 Plan	2019/2020 Plan
Drainage (and related) infrastructure meets community needs and provides protection from climate change related events	Update/Identify risks and requirements (maintenance & capital) to address drainage needs	<ul style="list-style-type: none"> Phase I - Terms of Reference for Proposal (RFP) - draft in process with Consultant Complete Drainage Study Phase I <ul style="list-style-type: none"> - Complete mapping and RFP - Issue and award RFP - Complete preliminary review of Study and identify next steps 	<ul style="list-style-type: none"> Phase I completed 	<ul style="list-style-type: none"> Draft and Issue RFP /w Consultant for Drainage Asset Mgmt Plan, to identify operating and capital needs /w focus on next 10 years Apply for grant funding for Plan Complete Drainage Long Term Plan Consider and address any Bylaw changes 	<ul style="list-style-type: none"> <i>To be determined</i>

Priority # 6 – Emergency Preparedness – 2018 FOCUS: BASIC SUPPLIES UPDATE & ESTABLISH EMERGENCY PREPAREDNESS COMMUNITY GROUP					
Objective	Strategy	2017 Plan	2017 Results	2018 Plan	2019/2020 Plan
Ensure emergency plans and supplies are up to date and relevant in the event of an emergency	Identify and update the municipality's emergency supplies and review and update emergency plan	<ul style="list-style-type: none"> • Prepare inventory of current emergency supplies and replenish identified needs • Facilitate creation of Community Group to lead Emergency Preparedness efforts 	<ul style="list-style-type: none"> • Not complete 	<ul style="list-style-type: none"> • Prepare inventory of current emergency supplies and replenish identified needs • Facilitate creation of Community Group to lead Emergency Preparedness efforts 	<p><i>To be determined</i> Options:</p> <ul style="list-style-type: none"> • Hire consultant to lead and facilitate process to review and update emergency plan • Complete other key supporting plans: <ul style="list-style-type: none"> - Geotechnical Hazard Mapping - Wildfire Assessment

Corporate Plan 2016 -2019/2020, Updated November 2017

Priority # 7 – Water Infrastructure – 2018 FOCUS: WATER METERING & LONG TERM WATER SYSTEM PLAN					
Objective	Strategy	2017 Plan	2017 Results	2018 Plan	2019/2020 Plan
Infrastructure meets current and future community needs	Develop infrastructure Long-Term Asset Management and Financial Plan(s) that identifies maintenance, and capital expenditure needs and supporting funding plan			Using existing inventory data develop a high-level Asset Management Plan	<ul style="list-style-type: none"> <i>To be determined</i>
Increase benefiter/user pay component of water fee and encourage water conservation	Consider implementing community water metering	<ul style="list-style-type: none"> Complete update of meter information Communicate status of Project to community 	<ul style="list-style-type: none"> Basic update complete and high-level review of costs vs. benefits complete Complete 	<ul style="list-style-type: none"> Review 2018 Metro Vancouver study of water metering for region once complete Update water metering business case 	

Priority # 8 – Operational Efficiency – 2018 FOCUS: RECORDS MANAGEMENT					
Objective	Strategy	2017 Plan	2017 Results	2018 Plan	2019/2020 Plan
Support and enhance operational efficiency and ensure legislative requirements are met	Establish and implement policy and procedures with respect to the retention, storage and disposal of municipal records	<ul style="list-style-type: none"> Identify Records Management needs and issues and develop a Plan to address, using contracted services Begin implementation of Plan (initial focus is to develop a records retention and destruction policy) 	Not completed	Complete initial project planning if time permits	<ul style="list-style-type: none"> Identify Records Management needs and issues and develop a Plan to dress, using contracted services Begin implementation of Plan (initial focus is to develop a records retention and destruction policy)

Corporate Plan 2016 -2019/2020, Updated November 2017

The following Strategic Objectives are high priorities of Council that are currently being addressed within Village operations. They are included in the Strategic Plan due to their high priority nature and the desire to continue to more closely monitor and prioritize their on-going delivery.

Vegetation Management		
Objective	Strategy	2017 – 2020
Management and reduction of invasive plants within municipal boundaries.	Implement a phased approach for invasive plant control using contemporary management techniques and education outreach	<ul style="list-style-type: none">Continue to consult with Invasive Species Council of Metro Vancouver, and other relevant authorities, and implement annual recommendations for invasive plant removal and community education, within financial plan constraints

Recycling & Refuse		
Objective	Strategy	2017 – 2020
Meet Metro Vancouver's Zero Waste Initiative	Research and implement actions to meet Metro Vancouver's requirements to remove from the waste stream and recycle organic waste	<ul style="list-style-type: none">Continue to monitor and fine-tune the Recycling & Refuse Report and related community education.



VILLAGE OF BELCARRA
Revenue Anticipation Borrowing
Bylaw No. 528, 2018



A Bylaw to provide for borrowing of money as may be requisite to meet the current lawful expenditures for the Village of Belcarra for the year 2019

WHEREAS the Council of the Village of Belcarra, hereinafter called the "Village", is empowered by section 177 of the Community Charter to provide, by bylaw, for the borrowing of such sums of money as may be requisite to meet the 2019 lawful expenditures of the Village, such borrowing not to exceed at any time the aggregate sum of:

- a) The entire amount remaining unpaid of the taxes for all purposes during the year 2019;

AND WHEREAS prior to the adoption of the annual rates bylaw in any year, the taxes in the current year shall be deemed to be seventy-five per cent (75%) of all taxes levied for all purposes in the preceding year;

AND WHEREAS the aggregate sum that the Village may presently borrow calculated in accordance with the foregoing is: \$1,330,000.

NOW THEREFORE, the Municipal Council of the Village of Belcarra, in open meeting assembled, enacts as follows:

1. This bylaw shall be cited for all purposes as the "Village of Belcarra Revenue Anticipation Borrowing Bylaw No. 528, 2018".
2. The Village of Belcarra is hereby authorized and empowered to borrow upon the credit of the Village from the TD Canada Trust or Municipal Finance Authority, the sum of one million three hundred thirty thousand dollars (\$1,330,000.00) in such amounts and at such times as the same may be required and to pay interest thereon.
3. The form of obligation to be given as an acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and the Chief Administrative Officer of the Village.
4. All unpaid taxes and the taxes of the current year when levied or so much thereof may be necessary shall, when collected, be used to repay the money so borrowed.
5. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrases.

Read a First Time on December 10, 2018

Read a Second Time on December 10, 2018

Read a Third Time on December 10, 2018

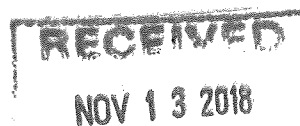
ADOPTED by the Council

Neil Belenkie
Mayor

Lorna Dysart
Chief Administrative Officer

This is a certified a true copy of
Village of Belcarra Revenue Anticipation
Borrowing Bylaw No. 528, 2018

Chief Administrative Officer



From: ISACA BCWARE Campaign

Sent: Tuesday, November 13, 2018 12:29 PM

Subject: Attention Mayor & Council - Proclamation Request - BCWARE Days 2019

FILE NO. 0630-01

Good Day

ISACA Vancouver and its affiliates are once again taking a leadership role in promoting privacy and security awareness in the Province of BC. BC AWARE DAYS CAMPAIGN 2019 ("BC AWARE DAYS") is a professional development campaign designed to engage information technology and cyber-security professionals as well as students who are interested in entering into these fields.

Once again, we are uniting Industry, Government and Higher Education to raise public awareness and foster the growth and development of the security and privacy professions.

ISACA is therefore requesting the assistance of municipal governments in officially proclaiming January 28th- February 5th 2019 as BC AWARE DAYS.

Previously, a number of BC Municipalities made Proclamations including:

City of Burnaby
City of Kamloops
City of Nanaimo
City of North Vancouver
City of Parksville
City of Port Alberni
City of Richmond
City of Surrey
City of Vancouver
City of Victoria
District of Central Saanich
District of Highlands
District of Saanich
Resort Municipality of Whistler
Town of Ladysmith

ISACA Vancouver's intent is to take a leadership role in promoting privacy and security awareness in the Province of BC. BC AWARE DAYS is a "call to arms" to draw focus to, and inform citizens throughout the Province of the inherent risks associated with cyberspace, and to provide simple, practical advice on how to minimize their exposure to these risks.

A Calendar of Events will be hosted by various IT security, privacy and risk assurance organizations from January 28 to February 5, 2018 at <http://www.bcaware.ca/>

Privacy and security professionals will be invited to leverage the BC AWARE Campaign to inform executives while strengthening their own employee awareness programs.

The following link provides suitable wording for the proclamation. [Wording Link](#) Please feel free to make any changes you feel are necessary. Please contact me if you have any questions and/or to arrange collection of the proclamation.

Many thanks for your consideration.
Sincerely

Charles W. Wordsworth
Volunteer, ISACA BCWARE Committee

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ISACA Vancouver and its affiliates are once again taking a leadership role in promoting privacy and security awareness in the Province of BC. BC AWARE CAMPAIGN 2017 ("BC AWARE") is a professional development campaign designed to engage information technology and cybersecurity professionals as well as students who are interested in entering into these fields.

Our mailing address is:

Wordsworth & Associates
2500 152 street
Surrey, British Columbia V4P 1M8
Canada

**Grant Application to the
Village of Belcarra
For Support of the Community Youth Justice Program
2019 Fiscal Year**

RECEIVED

JAN 2 / 2019

FILE No. 1850-01

Name of Organization: Communities Embracing Restorative Action (CERA) Society

Phone: 604.931.3165 **Fax:** 604.931.3176 **Email:** info@cerasociety.org

Mailing Address: 644 Poirier Street, Coquitlam, BC V3J 6B1

Contact Person: Gurinder Mann, Executive Director

Organizational Goals, Objectives and Activities

The Community Youth Justice Program (CYJP) is a community based initiative of Communities Embracing Restorative Action (CERA) Society. CERA is a non-profit registered charity incorporated in British Columbia in April 1999.

The purpose of the CYJP is to apply the principles of restorative justice in supporting youth and strengthening communities by addressing youth crime in meaningful and durable ways.

These guiding principles acknowledge that:

- Crime is injury.
- Crime hurts individual victims, communities, and young offenders and creates an obligation to make things right.
- All parties should be a part of the response to the crime, including the victim if he or she wishes, the community, and the young offender.
- The victim's perspective is central to deciding how to repair the harm caused by the crime.
- Accountability for the young offender means accepting responsibility and acting to repair the harm done.
- The community is responsible for the well-being of all its members, including both victim and offender.
- All human beings have dignity and worth.
- Restoration – repairing the harm and rebuilding relationships in the community is the primary goal of restorative youth justice.
- Results are measured by how much repair is done rather than by how much punishment is inflicted.
- Crime control cannot be achieved without active involvement of the community.
- The juvenile justice process is respectful of age, abilities, sexual orientation, family status, and diverse cultures and backgrounds – whether racial, ethnic, geographic, religious, economic, or other – and all are given equal protection and due process.

The mission of the CYJP is to enhance the quality of youth justice in the communities we serve through restorative action.

The Program has the following aims :

To Provide an Effective Alternative to the Court System

In the spirit of the Youth Criminal Justice Act (YCJA) it is recognized that youth have not reached maturity and their development needs to be supported. This support will promote long term protection of the public by crime prevention through addressing underlying behaviour, rehabilitation of young persons and reintegrating them back into the community and by ensuring meaningful consequences for offending behaviour.

CERA's vision for a community based approach:

- Support from the community, opportunity to define the harm experienced, and participation in decision making about steps for repair result in increased victim recovery from the trauma of crime.
- Community involvement in preventing and controlling youth crime, improving neighbourhoods, and strengthening the bonds among community members results in community protection.
- Through understanding the human impact of their behaviour, accepting responsibility, expressing remorse, taking action to repair the damage, and developing their own capacities, young offenders become fully integrated and respected members of the community.
- Community justice facilitators organize and support processes in which individual crime victims, other community members, and young offenders are involved in finding constructive resolutions to harmful behaviour.

Some Relevant Outcomes Reported in CERA's Program Evaluation

Participants were overwhelmingly satisfied with:

- The outcome and agreement of their restorative processes.
- Their facilitators.
- The conference itself.
- Their opportunity to speak and be heard.
- Positive impact on their confidence in the justice system.
- The durability of their satisfaction. Almost all, with one exception said they would recommend this process to others.

Services Provided to the Community

The *Community Youth Justice Program* is a conflict resolution initiative in which the police officer who investigates an offence may exercise his/her discretion to resolve the matter without referral to Crown Counsel. Since May of 2006, local Crown Counsel may also refer to the program as an alternative to court proceedings. Youth referred to the program attend a resolution conference with the victim and parents/supporters of both the victim and the youth.

The intent of the conference is to:

- Confront the youth with the personal impact of the offence on the victim and both the victim's and the youth's families and other relationships.
- Start to repair the harm caused by the youth, both to the victim and to the community.
- Provide an opportunity for the youth to understand the harm done and express remorse and apology.
- Fully involve both victim and youth in establishing appropriate responses to the offence.
- Determine whether and what supportive services are required by the victim and the youth and their families.
- Start the process of reconnecting the youth to the community.

The specific services provided by CERA include:

- Initial case review and assignment to a volunteer facilitator.
- Preparatory meetings with affected parties.
- Convening of a resolution conference to resolve the case to the satisfaction of the victim, offender and immediate relationships of both.
- Follow-up with the offender to ensure the terms of the resolution agreement are fulfilled.
- Data collection and program performance monitoring.
- Training community volunteers in the principles of restorative justice, mediation and communication skills, and the procedures of the CYJP.

Fee Requested

The fee requested for the provision of the above services to the Village of Belcarra in the 2019 fiscal year is **\$353.00**

Benefits to Community Resulting from the Services

The *Community Youth Justice Program* will create the following *tangible* benefits:

1. Reduced police workload through:
 - Preparation of fewer "Recommendations to Charge" to Crown Counsel.
 - Simplified reporting for the referral of youth to the CYJP.
 - Reduced overtime for court appearances.

Each case processed by the CYJP is estimated to save 9 hours of police time. This reduced workload will free up currently stretched police resources for other more pressing activities.

2. Cost-Effectiveness:
 - A highly conservative estimate is that it costs one tenth the expense to process a case through Restorative Justice as compared to the Criminal Justice System¹.

¹ Based upon discussions with police officials, John Howard Society, Crown Counsel and court related professionals.

3. Strengthened Community Capacity for Addressing Crime and Conflict:
 - Volunteer facilitators receive training and skill development in a variety of relevant areas: communication skills; cross cultural awareness; victim-offender mediation; maintaining confidentiality; report writing; etc.
 - Program participants learn skills in listening to other perspectives, acknowledging and legitimizing the harm caused, and collective problem solving.
4. Safer Communities through Restored Relationships:
 - 100% of accused youth referred to the CYJP, upon gaining a fuller understanding of the harm they caused, indicated that they would not commit future crimes.
 - Community members who participate in restorative processes are more likely to feel invested in the accused youth's success, and regularly serve to encourage the accused youth of his/her potential and opportunity for a new start.

The following *intangible* benefits flow from the *Community Youth Justice Program*:

1. For victim and offender ...
 - i. There are more timely and meaningful consequences for youth who commit criminal offences. Resolution conferences are typically conducted within 4 weeks of referral, as compared to the formal justice system where delays in processing cases of many months are typical. The intent is to create a strong linkage between an offence and its consequence. The consequences (sanctions) address the specific harm that has been done, through restitution to the victim, where appropriate, and/or reparation to the community. Sanctions are not intended as punishment or new harms, and are achievable.
 - ii. The resolution conference confronts the youth with the personal dimension of the harm caused by his/her crime, which is often more distressing and healing, than an experience with the formal justice system. Additionally, the conference tends to foster seeds of empathy. Both family and friends are mobilized as valuable resources to the youth. The youth is encouraged to take ownership of his/her behaviour and to accept responsibility for both having created and for repairing the harm.
 - iii. Both the victim and the offender experience a greater sense of fairness and justice having been done. The victim's needs and concerns are addressed. Victims have an opportunity to be heard and to participate actively in a process of reparation and vindication. Reconciliation with the youth facilitates healing and closure. Reconciliation with the victim promotes reconnection of the youth to the community. The youth gains greater respect for the justice system and the law itself, and a greater understanding of the impact of his/her actions on others.
2. For the wider community ...
 - i. Preparation for a resolution conference and the conference itself provides an opportunity for early intervention with youth at risk through the identification of factors contributing to the offence and the underlying needs of the youth. Early intervention has the potential to prevent a youth from becoming further involved in the criminal justice system, reducing the cost to taxpayers of court and custodial measures.

- ii. A more cohesive community results from a process that seeks to reconcile broken relationships and heal the harms caused by crime. In the process, community members – through volunteering or participating in the program – gain valuable skills to resolve conflicts in their own lives and feel a greater stake in successful conflict resolution outcomes.
- iii. The community gains from a response to youth justice that considers the root causes of crime, and is more timely and cost efficient than the current system.
- iv. The problem solving approach and community orientation of the CYJP complements current community initiatives in problem-oriented and community policing.

Degree of Other Community Support and Sponsorship

The volunteers who are the core of the CYJP not only reflects the level of support for the program within the community, but also constitutes a significant community resource – a group of citizens with an understanding of restorative justice principles and mediation skills that can be taken into the community.

The police, School District 43, School District 40, Ministry of Children and Family Development, Youth Probation, Crown Counsel and ICBC support the CYJP.

Program staff has maintained an ongoing liaison with police and Crown Counsel to expand awareness and understanding of the CYJP, build support for the program and refine referral procedures. There is also ongoing liaison with other community service agencies.

In addition to the financial support of municipalities, the *Community Youth Justice Program*, since its inception, has received funding from business and the provincial government.

CERA's Relationship with Belcarra

CERA Society has served the Village of Belcarra for almost two decades. We are proud of our relationship with Belcarra and hope that they will continue to assist us financially in operating the Community Youth Justice Program. The program is open to receiving referrals involving offenders from the Village of Belcarra who have been referred by the RCMP or Crown.

We continue to do presentations for the RCMP during their watch briefings, informing them of the work we do and the municipalities we serve. With the RCMP knowing that CERA serves Belcarra, they have the information and ability to refer a case involving an offender from Belcarra to CERA. This allows for youth being apprehended from Belcarra the opportunity to be referred to an alternative to the Youth Criminal Court System.

We also hope to train more volunteer facilitators in 2019, and like before, we are interested in recruiting and training volunteers from all cities and municipalities we serve, including Belcarra.

Annual Operating Budget: A draft operating budget for the 2019 fiscal year is enclosed.

Communities Embracing Restorative Action (CERA) Society

	2019 Organizational Budget
Revenues	Total
Grants – Municipal & Prov of BC:	
Anmore	437.00
Belcarra	353.00
Coquitlam	33,856.00
Port Moody	6,960.00
New Westminster	17,500
CAP (Cmty Accountability Program)	5,000.00
Private/Other Funding	
Community Gaming Grant	60,000.00
Coast Capital Savings	12,000.00
Total Revenues	136,106.00
Expenses	Total
Advertising/Promotion	2,345.00
Bank Charges	320.00
Dues & Subscriptions	96.00
Rent	5,184.00
Telecommunications	2,640.00
Insurance	2,240.00
Computer Expense	1,600.00
Office Expense	3,264.00
Program Expense	660.00
Accountant Audit Fees	2,240.00
Wages & Stipends	115,517.00
Total Expenses	136,106.00
Difference (Income Less Expense)	0.00

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DEC 11 2018

Sasamat Volunteer Fire Department Board of Trustees

Thursday, September 27, 2018

7:00 – 9:00 PM

Anmore Firehall

2690 East Road, Anmore

FILE NO. 7200-02

Chair:	Councilor Darrell Penner	MV Board	P
Note Taker:	Diana Bennett	Metro Vancouver	P
Members:	Councilor Bruce Drake	Village of Belcarra	A
	Mayor Ralph Drew	Village of Belcarra	P
	Councilor Jennifer Glover	Village of Belcarra	A
	Mayor John McEwen	Village of Anmore	P
	Councilor Kim Trowbridge	Village of Anmore	A
	Councilor Paul Weverink	Village of Anmore	P
Staff:	Rob Nicholls	Metro Vancouver	P
	Fire Chief Jay Sharpe	Fire Chief	P
	District Fire Chief Dave Gregory	Anmore District Chief	A
	District Fire Chief Jol Drake	Belcarra District Chief	A
Guest(s):	Nela Graham	Metro Vancouver	P
	Jamie Ross	Village of Belcarra	P

MINUTES

Call to order 7:08pm

Item #	Item	Status
	<p>Before starting the meeting Mayor Ralph Drew affirmed his retirement from the Board, this being his final meeting. He is hoping to remain involved with the fire department in some way.</p> <p>Members of the Board and Metro Vancouver wished him well in his retirement and thanked him for his years of service.</p>	
1.	<p><u>Approval of Agenda:</u></p> <p>MOTION: to approve the Agenda as distributed.</p> <p>Moved and seconded</p>	Carried
2.	<p><u>Housekeeping Items and Metro Vancouver Updates:</u></p> <p>Introduction of Guests</p> <ul style="list-style-type: none"> Nela Graham, Supervisor, Occupational Health & Safety at Metro Vancouver was introduced Jamie Ross from the Village of Belcarra was also introduced. 	

**Sasamat Volunteer Fire Department
Board of Trustees**

September 27, 2018

Page 2

	<p>Quantitative Fit Testing, Self Contained Breathing Apparatus (SCBA)</p> <ul style="list-style-type: none">• Qualitative Fit Testing is the method of fit testing that quite often used because of costs. Quantitative Fit Testing is far more efficient yet it is very costly. Nela Graham put forth a suggestion that Metro Vancouver purchase a Quantitative Fit Testing machine to better protect our employees who are using respiratory protection on a regular basis. This machine has been purchased and will be now available to the SVFD for testing of their fire fighters. Richard Mills, SVFD's Safety Resource from Metro Vancouver will be trained in the use of the equipment and will conduct the testing on a regular basis. <p>Retirement</p> <ul style="list-style-type: none">• Rob Nicholls announced his retirement effective September 28, 2018 from Metro Vancouver. Nela Graham will be acting in his capacity until a replacement can be found.• All members on behalf of their municipalities expressed their gratitude to Rob on all the work he has done for the Sasamat Volunteer Fire Department.	
3.	<p><u>Fire Chief's Report</u></p> <p>Equipment</p> <ul style="list-style-type: none">• Ladder 7 is not formally in service yet, however, it can be used to respond if required. It need to go back to ProFire for a number of minor maintenance issues. Driver training and ladder training is still ongoing <p>Halls and Grounds</p> <ul style="list-style-type: none">• Belcarra fire hall repairs started on September 24th. The contractors are finding the damage is not as severe as was initially thought. <p>Training</p> <ul style="list-style-type: none">• A new training structure has been installed at the Anmore fire hall. The first part of the structure was purchased in 2017's budget year with the rest being purchased in 2018. The fire fighters Association assisted in the purchase. <p>Public Education</p> <ul style="list-style-type: none">• There has been no Public Education since the last meeting as School has just started up after the Summer break. <p>Old Business</p> <ul style="list-style-type: none">• None.	

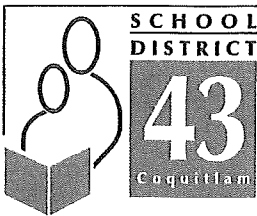
**Sasamat Volunteer Fire Department
Board of Trustees**

September 27, 2018

Page 3

	<p>Reports and Information</p> <ul style="list-style-type: none">• There have been a total of 66 calls as of September 20, 2018• Recent changes to how BCAS dispatches fire departments has resulted in a reduction of call that fire departments across the province receive. This has caused concern among most Fire Chiefs. So far, the stats for SVFD have not shown a significant reduction.• Recent 40th Anniversary Party was a great success.• Sign Installations for both halls is nearing completion.• Old pumper 1 was sold at auction <p>MOTION: to receive the Fire Chief's Report</p> <p>Moved and seconded</p>	Carried
4.	<p><u>New Business</u></p> <p>Update; Seismic study, Anmore and Belcarra Fire Stations</p> <ul style="list-style-type: none">• A copy of the Draft Seismic Study was distributed. The draft report does not include the recommendations and costing coming from the report. The full report should be available by the end of October.• Fire Departments are required to have their Operations portion of the structure meet one and a half times the current Seismic Standards. Because of this, costs will be significant.• The members discussed this study as an opportunity to look into Strategic Financial Planning at a minimum of 25 years. <p>MOTION: to receive the Seismic Study, Anmore and Belcarra Fire Stations</p> <p>Moved and Seconded</p>	Carried
5.	<p><u>Next Meeting</u></p> <ul style="list-style-type: none">• Next Meeting will be at call of the Chair	

Meeting Adjourned at 8:18 pm



Learning for a Lifetime

550 Poirier Street, Coquitlam, BC Canada V3J 6A7 • Phone: 604-939-9201 • Fax: 604-939-7828

FILE NO. 0460-01

**BOARD OF
EDUCATION**

CHAIR:

Barb Hobson

VICE-CHAIR:

Christine Pollock

TRUSTEES:

Jennifer Blatherwick

Carol Cahoon

Kerri Palmer Isaak

Lisa Park

Michael Thomas

Keith Watkins

Craig Woods

Richard Stewart, Mayor and Council
City of Coquitlam
3000 Guilford Way
Coquitlam, BC V3B 7N2

Brad West, Mayor and Council
City of Port Coquitlam
2580 Shaughnessy Street
Port Coquitlam, BC V3C 2A8

Rob Vagramov, Mayor and Council
City of Port Moody
100 Newport Drive, Box 36
Port Moody, BC V3H 3E1

Neil Belenkie, Mayor and Council
Village of Belcarra
4084 Bedwell Bay Road
Belcarra, BC V3H 4P8

John McEwen, Mayor and Council
Village of Anmore
2697 Sunnyside Road
Anmore, BC V3H 5G9

November 26, 2018

Re: Child Care Task Force

Dear Mayors and Councillors,

I would like to offer congratulations on behalf of the Board of Education on your election, or re-election, to your respective local governments. The Board and I look forward to continuing to strengthen our existing relationships with our municipal partners.

Prior to the election we sent your Council a request to appoint one elected representative and one staff representative to a Child Care Task Force.

While we have responses from some municipalities, we are following up on our October 9, 2018 request and look forward to working with you on this important matter.

Yours truly,

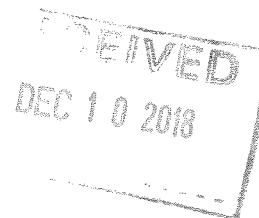
SCHOOL DISTRICT NO. 43 (COQUITLAM) BOARD OF EDUCATION

Barb Hobson
Chair, Board of Education

cc: Board of Education
Patricia Gartland, Superintendent of Schools
Chris Nicolls Secretary-Treasurer/CFO

November 30, 2018

His Worship Mayor Neil Belenkie and Council
Village of Belcarra
4084 Bedwell Bay Road
Belcarra, BC
V3H 4P8



FILE NO. 7010-03

Dear Mayor Neil Belenkie and Council:

Congratulations on your October 20, 2018 election. Thank you for offering your dedication, skills, expertise and ideas to serve the citizens in your community.

E-Comm enjoys a strong public safety relationship with the Village of Belcarra. We are your Public Safety Answer Point – the first point of contact – for people in your community when they call 9-1-1 to get help from police, fire or ambulance.

The Village of Belcarra is also a shareholder in E-Comm through the E-Comm Wide-Area Radio Network, which provides police officers, firefighters and ambulance paramedics with state-of-the-art, secure and safe communications.

I would like to invite you and your council for a tour of our E-Comm facility at your convenience so you can see call takers and dispatchers in action as they handle more than 4,000 9-1-1 calls per day from communities around our province.

Further, E-Comm and all 9-1-1 network and service providers across Canada are working diligently to modernize 9-1-1 infrastructure as we prepare for an initiative known as Next Generation 9-1-1. We are setting the stage for future changes in the way people contact 9-1-1, including text messaging when a phone call is simply not possible.

To that end, we have spent much of 2018 working with our Board of Directors, staff and public safety stakeholders to develop a new strategic plan – the roadmap that will help guide E-Comm as we continue to help save lives and protect property in British Columbia.

I look forward to sharing this plan with your council in spring 2019. In the meantime, I invite you to visit our website at www.ecomm911.ca for more information about our services.

Once again, congratulations on being elected to serve the people in your community.

Respectfully,

A handwritten signature in black ink, appearing to read "Oliver Grüter-Andrew". The signature is stylized with a large, sweeping initial "O" and a long horizontal line extending to the right.

Oliver Grüter-Andrew
President and CEO
E-Comm, Emergency Communications for British Columbia Incorporated
604.215.5002
oliver.gruter-andrew@ecomm911.ca



10 December 2018

Belcarra (Village)
4084 Bedwell Bay Road
Belcarra, BC V3H 4P8



Georgia Strait Alliance
Caring for Our Coastal Waters

FILE NO. 0230-01

Dear Mayor and Council,

Re: Your local climate change impacts and the fossil fuel industry

Congratulations on your election as the Mayor and Council of Belcarra. We know that you have each run because you want to help your community be as strong as it can.

We are writing further to our January 25th, 2017 letter (copy enclosed), to again ask you to take action to protect your community and taxpayers from the impacts and costs of climate change by holding fossil fuel companies accountable for a share of those climate costs. Specifically, we would like you to:

- a. Begin tracking the costs of climate change that are being incurred by your community; and
- b. Join the more than a dozen BC local governments that have sent Climate Accountability Letters to 20 of the world's largest fossil fuel companies demanding that they pay a share of the costs of climate change.

Understanding the costs of climate change

A large majority of the local government mayors and councillors that we've spoken with since our initial letter was sent know that climate change is harming their communities.

Some communities have been on the front-lines, with evacuations and destruction from wildfires, floods and droughts that were almost certainly made worse due to climate change. But even communities which have not faced such catastrophic events are finding that the costs of building and maintaining infrastructure such as roads, storm-drains, sea-walls, and other structures impacted by weather or which have to be designed with future climatic conditions in mind, are higher than they used to be, due to the reality of a changing climate.

There are also real costs in planning for climate change adaptation and implementing those plans, even if, in the long run, those steps will save taxpayer dollars (by avoiding even greater climate costs). Responsible financial managers know that they need to take action to prepare their communities for climate change, and to avoid massive future catastrophes.

While a handful of municipalities have begun to estimate what their current¹ and future climate costs² are likely to be, most local governments have not yet turned their minds to this important question – which is

¹ For example, the City of Powell River (Minutes, 15 March 2018, Agenda Item 7-7), instructed its staff to "incorporate climate change adaptation and mitigation costs into the City's Asset Management Plans."

² For example, City of Vancouver staff have estimated the costs of municipal infrastructure required to address sea-level rise to 2100 at \$1 billion: <https://council.vancouver.ca/20180725/documents/pspc2.pdf>.

Council Agenda Jan 14/19

unfortunate, because it undermines their ability to manage for financial pressures and prepare their communities for climate change.

In the age of climate change, responsible financial management demands that we start to get a handle on what climate change is costing, and will cost, our communities, and begin the discussion of how we will collectively pay for those costs.

We hope that you will instruct your staff to begin identifying and tracking climate change costs through your existing assessment and infrastructure planning and management, climate adaptation planning and other steps related to climate change.

Seeking costs recovery

In our January 25th, 2017 letter we challenged your community to take action to hold fossil fuel companies accountable for a share of the costs of climate change that your community is experiencing. Here are two good reasons that a growing number of communities in BC and elsewhere are doing just that.

1. Fiscal responsibility

As local governments struggle to come to grips with the rising tide of climate change costs, it's becoming increasingly important to ask how we will collectively pay for those costs. While the provincial or federal governments may help, it's unrealistic to demand that taxpayers (whether local, provincial or federal) pay 100% of the costs, while fossil fuel companies take no responsibility for the harm caused by their products, while pocketing billions of dollars in profits.

We know that our communities are built around the automobile and cheap fossil fuels, and taxpayers will need to pay some of the costs of climate change. But that doesn't mean that the companies which profited most from the fossil fuel economy shouldn't pay their fair share.

Indeed, it would be fiscally irresponsible for BC's municipalities to pass 100% of those costs on to their taxpayers without seeking to recover some share of those costs from corporations which have directly profited from fossil fuel extraction and sales. Just 20 global fossil fuel companies are responsible, through their products and operations, for almost 30% of greenhouse gas emissions in the atmosphere today.³

According to a 2017 poll conducted by Justason Market Intelligence (JMI), 82% of British Columbians support the basic idea that fossil fuel companies should pay a share of the costs of climate change. There is broad support in every region of the province.

2. Fighting climate change

When powerful corporations profit from pollution, while the public pays the true costs, those companies have a strong economic incentive to keep on producing polluting products. Chevron, Exxon and other global fossil fuel companies have made a lot of money in recent decades – and funnelled those funds into lobbying against

³ http://www.climateaccountability.org/carbon_majors_update.html (last accessed 26 October 2016) which is an update of Richard Heede's peer reviewed paper: Heede, R. "Tracing anthropogenic carbon dioxide and methane emissions to fossil fuel and cement producers, 1854–2010", *Climatic Change* (2014) 122: 229. doi:10.1007/s10584-013-0986-y.

climate action and funding misinformation about climate science instead of offering the alternatives and renewable energy.⁴

The perception that the fossil fuel industry is profitable – and cheaper than renewable energy – results from the fact that it has never paid for the harm caused by its products, distorting our economy and making it extremely difficult for the world to move away from fossil fuels.

Local governments have a unique power to demand that these companies start taking responsibility for harm caused by their products. We're not just talking Canadian companies – there are legal and non-legal options to demand accountability from global companies for their global sales and operations.⁵

When Communities demand that fossil fuel companies take responsibility for the true costs of their products, fossil fuel companies and their investors face potential risks that they must start factoring into their business decisions. In addition, the public has a valuable opportunity to learn about the relationship between increased local climate costs and the fossil fuel economy.

In short, local government action to hold fossil fuel companies accountable for local climate costs can play a powerful role in the fight against climate change.

Taking Action – Climate Action Letters

Once we realise that fossil fuel pollution is harming our communities, and that we can't afford to pay those costs alone, the first step in demanding accountability from fossil fuel companies is to start talking publicly to those companies about your climate costs and their responsibility to pay a fair share of those costs.

That's why 15 local governments from across BC (plus the Association of Vancouver Island and Coastal Communities, representing 53 local governments) have written to 20 of the world's largest fossil fuel companies demanding that they pay their fair share of local climate costs.⁶ Climate Accountability Letters are easy and cheap and yet signal that you're aware of how difficult climate costs will be and are looking for the fossil fuel industry to step up.

A Climate Accountability Letter will not (of course, but unfortunately) result in a cheque in the mail. Some municipalities have received replies from fossil fuel companies outlining their plans to reduce greenhouse gas emissions, so the letters are at least being read and considered. The letters also begin an important conversation with your citizens about how your community will deal with the impacts and costs of climate change.

Please consider this letter as a request for your Council to send a Climate Accountability Letter to the 20 largest fossil fuel companies, whose emissions represent 30% of global greenhouse gas emissions.⁷ For more information on how and why to send a Climate Accountability Letter, please see *Climate Accountability Letters: An Introduction for Local Governments*.⁸

⁴ CIEL. Smoke and Fumes: The Legal and Evidentiary Basis for Holding Big Oil Accountable for the Climate Crisis (Nov 2017), available at <https://www.ciel.org/reports/smoke-and-fumes/>, last accessed 26 October 2018.

⁵ M. Byers, A. Gage et al. The Internationalization of Climate Damages Litigation. Washington Journal of Environmental Law and Policy, Vol 7(2), July 2017.

⁶ For examples of letters sent by other local governments, visit www.wcel.org/campaign-update.

⁷ The addresses of the companies and their respective contributions to global greenhouse gases are available at https://www.wcel.org/sites/default/files/file-downloads/carbonmajorsspreadsheet_final.xlsx.

⁸ <https://www.wcel.org/publication/climate-accountability-letters-introduction-local-governments>.

If you do send a letter, please consider also writing to other local governments in your region, encouraging them to do the same.

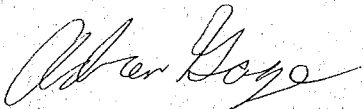
Taking Action – Beyond Letters

Sending a Climate Accountability Letter and/or tracking climate costs do not commit your Council to doing anything further. However, we hope that you will be interested in exploring further action that could lead to your recovering a fair share of your local climate costs from the fossil fuel industry. Please contact us at agage@wcel.org if you would like to explore any of the following options:

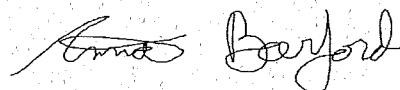
- **A class action lawsuit** – BC communities working together and pooling their resources might choose to bring a class action lawsuit against fossil fuel companies on behalf of all BC local governments, following the example of many U.S. local governments.⁹ According to the 2017 JMI poll, 63% of British Columbians support litigation by their local government to recover the fossil fuel industry's share of local climate costs.
- **Provincial legislation** – BC's local governments can add their voices to those asking that BC enact laws to clarify the legal responsibility of fossil fuel companies for local climate costs. Such legislation has been debated in Ontario's legislature,¹⁰ while more than 50 BC-based organizations have called on Premier John Horgan to enact a similar law.¹¹
- **International treaties** – BC local governments can ask the Canadian government pursue a climate damages tax, levied on global fossil fuel companies, in their negotiations of global climate treaties.¹²

We would be happy to provide your Council with further information about climate costs, Climate Accountability Letters or any of the above options to hold fossil fuel companies accountable.

Sincerely,



Andrew Gage,
Staff Lawyer



Anna Barford,
Community Organizer

Enclosures

⁹ <https://insideclimatenews.org/news/04042018/climate-change-fossil-fuel-company-lawsuits-timeline-exxon-children-california-cities-attorney-general>.

¹⁰ <https://www.ola.org/en/legislative-business/bills/parliament-42/session-1/bill-37>.

¹¹ <https://www.wcel.org/publication/joint-letter-premier-horgan-liability-climate-related-harms-act>.

¹² See the Climate Damages Tax Declaration at <https://www.stampoutpoverty.org/cdt/climate-damages-tax-declaration/>.



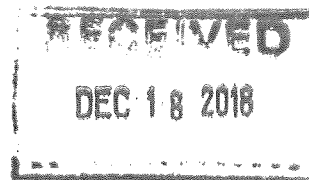
FILE NO. 0470-01

Office of the Chair
Tel. 604 432-6215 Fax 604 451-6614

DEC 17 2018

Mayor Neil Belenkie
Village of Belcarra
4084 Bedwell Bay Road
Belcarra, BC V3H 4P8
VIA EMAIL: nbelenkie@belcarra.ca

File: CR-12-02-CAP



Dear Director Belenkie:

Re: 2019 Metro Vancouver Committee Appointments

Vice Chair Linda Buchanan and I met to review the committee structure and composition. In keeping with past practice, we have tried to balance membership from different parts of the region, reflect the population/voting strength of municipalities in the overall number of committee seats allocated to any one local government, weigh the value of continuity against the desirability of inserting new perspectives, and take into account the stated preferences we have heard.

I am pleased to appoint you to the position of member on the Electoral Area Committee, member on the Mayors Committee, member on the Regional Parks Committee and member on the Water Committee. Enclosed are the 2019 Committee membership list and the Committee meeting dates for your information.

I look forward to working with you in what promises to be a challenging but very rewarding year ahead. Your willingness to accept this responsibility is very much appreciated.

Yours sincerely,

Sav Dhaliwal
Chair, Metro Vancouver Board
Email: chair@metrovancover.org

SD/CM/cp

Encl: 2019 Metro Vancouver Committee Membership List
2019 Metro Vancouver Board and Committee Meeting Dates

27748619

2019 Metro Vancouver Committees**Aboriginal Relations**

Booth, Mary-Ann (C) - West Vancouver
Williams, Bryce (VC) - Tsawwassen
Boyle, Christine - Vancouver
Chesney, David - White Rock
Dingwall, Bill - Pitt Meadows
Ferguson, Steve - Langley Township
Hanson, Jim - North Vancouver District
Jackson, Lois - Delta
Locke, Brenda - Surrey
McLaughlin, Ron - Lions Bay
Meadus, Chelsa - Maple Ridge
Zarrillo, Bonita - Coquitlam

Non-Voting Members:

TBD – Sunshine Coast Regional District
TBD – Squamish-Lillooet Regional District
TBD – Fraser Valley Regional District

Climate Action

Carr, Adriane (C) – Vancouver
Dhaliwal, Sav (VC) - Burnaby
Arnason, Petrina - Langley Township
Dupont, Laura - Port Coquitlam
Hocking, David – Bowen Island
Kruger, Dylan - Delta
LeBlanc, Justin - Electoral Area A
McIlroy, Jessica - North Vancouver City
McLaughlin, Ron - Lions Bay
Pettigrew, Steven - Surrey
Steves, Harold - Richmond
van den Broek, Val - Langley City
Williams, Bryce - Tsawwassen
Yousef, Ahmed - Maple Ridge

Electoral Area

LeBlanc, Justin (C) - Electoral Area A
Hocking, David (VC) - Bowen Island
Belenkie, Neil - Belcarra
Guerra, Laurie - Surrey
Hardwick, Colleen - Vancouver
McLaughlin, Ron - Lions Bay

Finance and Intergovernment

Buchanan, Linda (C) - North Vancouver City
Dhaliwal, Sav (VC) – Burnaby
Booth, Mary-Ann - West Vancouver
Brodie, Malcolm - Richmond
Coté, Jonathan - New Westminster
Froese, Jack - Langley Township
Hurley, Mike - Burnaby
McCallum, Doug - Surrey
McEwen, John - Anmore
Stewart, Kennedy - Vancouver
Stewart, Richard - Coquitlam

Housing

Hurley, Mike (C) - Burnaby
Morden, Mike (VC) - Maple Ridge
Bond, Mathew - North Vancouver District
Buchanan, Linda - North Vancouver City
Coté, Jonathan - New Westminster
De Genova, Melissa - Vancouver
Dingwall, Bill - Pitt Meadows
Hundial, Jack - Surrey
Long, Bob – Langley Township
McNulty, Bill - Richmond
Storteboom, Rudy - Langley City
Walker, Darryl - White Rock
Wilson, Chris - Coquitlam

Industrial Lands Strategy Task Force

Harvie, George (C) - Delta
West, Brad (VC) - Port Coquitlam
Back, Jordan - North Vancouver District
Brodie, Malcolm - Richmond
Buchanan, Linda - North Vancouver City
Kirby-Yung, Sarah - Vancouver
Locke, Brenda - Surrey
Stewart, Richard - Coquitlam
Williams, Bryce - Tsawwassen

Non-Voting Members:

Desmond, Kevin - TransLink
Grout, Kim - Agriculture Land Commission
Litwin, Val - BC Chamber of Commerce
McMullin, Anne - Urban Development Institute
Mingay, Rob - Ministry of Jobs, Tourism and Skills Training
Silber, Arnold - Value Property Group
Silvester, Robin - Port of Vancouver

Liquid Waste

Stewart, Richard (C) - Coquitlam
Little, Mike (VC) - North Vancouver District
Calendino, Pietro - Burnaby
Ferguson, Steve - Langley Township
Johnstone, Patrick - New Westminster
LeBlanc, Justin - Electoral Area A
Loo, Alexa - Richmond
Morden, Mike - Maple Ridge
Vagramov, Rob - Port Moody
van den Broek, Val - Langley City
Walker, Darryl - White Rock

Mayors

Stewart, Kennedy (C) - Vancouver
McCallum, Doug (VC) - Surrey
Ander, Gary - Bowen Island
Belenkie, Neil - Belcarra
Booth, Mary-Ann - West Vancouver
Brodie, Malcolm - Richmond
Buchanan, Linda - North Vancouver City
Coté, Jonathan - New Westminster
Dingwall, Bill - Pitt Meadows
Froese, Jack - Langley Township
Harvie, George - Delta
Hurley, Mike - Burnaby
LeBlanc, Justin - Electoral Area A
Little, Mike - North Vancouver District
McEwen, John - Anmore
McLaughlin, Ron - Lions Bay
Morden, Mike - Maple Ridge
Stewart, Richard - Coquitlam
Vagramov, Rob - Port Moody
van den Broek, Val - Langley City
Walker, Darryl - White Rock
West, Brad - Port Coquitlam
Williams, Bryce - Tsawwassen

Performance and Audit

Dhaliwal, Sav (C) - Burnaby
Brodie, Malcolm (VC) - Richmond
Dominated, Lisa - Vancouver
Harvie, George - Delta
Hundial, Jack - Surrey
Little, Mike - North Vancouver District
Marsden, Dennis - Coquitlam
Robson, Gordy - Maple Ridge
Walker, Darryl - White Rock
West, Brad - Port Coquitlam

Regional Culture

Locke, Brenda (C) - Surrey
 McPhail, Linda (VC) - Richmond
 Back, Holly - North Vancouver City
 Hardwick, Colleen - Vancouver
 Vagramov, Rob - Port Moody
 van den Broek, Val - Langley City

Regional Parks

McEwen, John (C) - Anmore
 Wiebe, Michael (VC) - Vancouver
 Belenkie, Neil - Belcarra
 Calendino, Pietro - Burnaby
 Dilworth, Diana - Port Moody
 Hodge, Craig - Coquitlam
 Jackson, Lois - Delta
 Miyashita, Tracy - Pitt Meadows
 Muri, Lisa - North Vancouver District
 Nicholson, Maureen – Bowen Island
 Penner, Darrell - Port Coquitlam
 Pettigrew, Steven - Surrey
 Richter, Kim - Langley Township
 Soprovich, Bill - West Vancouver

Regional Planning

Côté, Jonathan (C) - New Westminster
 Froese, Jack (VC) - Langley Township
 Copeland, Dan - Delta
 Dueck, Judy - Maple Ridge
 Gambioli, Nora – West Vancouver
 Guerra, Laurie - Surrey
 Hurley, Mike - Burnaby
 Kirby-Yung, Sarah - Vancouver
 McEwen, John - Anmore
 Pollock, Glenn - Port Coquitlam
 Steves, Harold - Richmond
 Stewart, Richard - Coquitlam
 Vagramov, Rob - Port Moody

Water

Brodie, Malcolm (C) - Richmond
 Elford, Doug (VC) - Surrey
 Asmundson, Brent - Coquitlam
 Belenkie, Neil - Belcarra
 Bell, Don - North Vancouver City
 Bligh, Rebecca - Vancouver
 Dingwall, Bill - Pitt Meadows
 Duncan, Kirsten - Maple Ridge
 Froese, Jack - Langley Township
 Guichon, Alicia - Delta
 McEwen, John - Anmore
 West, Brad - Port Coquitlam
 Williams, Bryce - Tsawwassen

Zero Waste

Froese, Jack (C) - Langley Township
 Hodge, Craig (VC) - Coquitlam
 Calendino, Pietro - Burnaby
 Cameron, Craig - West Vancouver
 Elford, Doug - Surrey
 Fathers, Helen - White Rock
 Fry, Pete - Vancouver
 Harvie, George - Delta
 Little, Mike - North Vancouver District
 Madsen, Hunter - Port Moody
 Martin, Gayle - Langley City
 Morden, Mike - Maple Ridge
 Trentadue, Mary - New Westminster



2019 Metro Vancouver Board and Committee Meeting Dates

Meetings are held in the 28th floor Boardroom at 4730 Kingsway, Burnaby. Meetings are subject to change. Check the calendar on the Metro Vancouver website or the respective meeting agenda to confirm times and locations.

Board

Friday, January 25	9:00 am
Friday, February 22	9:00 am
Friday, March 29	9:00 am
Friday, April 26	9:00 am
Friday, May 24	9:00 am
Friday, June 28	9:00 am
Friday, July 26	9:00 am
Friday, October 4	9:00 am
Wednesday, October 23	9:00 am

(Board Budget Workshop)

Friday, November 1	9:00 am
Friday, November 29	9:00 am
<i>(Board Inaugural)</i>	
Friday, December 13	9:00 am

Aboriginal Relations

Thursday, January 31	1:00 pm
Thursday, May 2	1:00 pm
Thursday, July 4	1:00 pm
Thursday, October 10	1:00 pm

Climate Action

Friday, January 11	1:00 pm
Friday, February 8	1:00 pm
Friday, March 15	1:00 pm
Friday, April 12	1:00 pm
Friday, May 17	1:00 pm
Friday, June 14	1:00 pm
Friday, July 12	1:00 pm
Friday, September 20	1:00 pm
Friday, October 18	1:00 pm
Friday, November 15	1:00 pm

Council of Councils

Saturday, February 23	9:00 am
Saturday, October 26	9:00 am

Electoral Area

Wednesday, January 30	9:00 am
Wednesday, May 1	9:00 am
Wednesday, July 3	9:00 am
Wednesday, September 11	9:00 am
Wednesday, November 6	9:00 am

Finance and Intergovernment

Wednesday, January 16	1:00 pm
Wednesday, February 6	1:00 pm
Wednesday, March 13	1:00 pm
Wednesday, April 10	1:00 pm
Wednesday, May 15	1:00 pm
Wednesday, June 12	1:00 pm
Wednesday, July 10	1:00 pm
Wednesday, September 18	1:00 pm
Wednesday, October 16	1:00 pm
Wednesday, November 13	1:00 pm

Housing

Wednesday, January 9	1:00 pm
Wednesday, January 30	1:00 pm
Wednesday, March 6	1:00 pm
Wednesday, April 3	1:00 pm
Wednesday, May 1	1:00 pm
Wednesday, June 5	1:00 pm
Wednesday, July 3	1:00 pm
Wednesday, September 11	1:00 pm
Wednesday, October 9	1:00 pm
Wednesday, November 6	1:00 pm

Industrial Lands Strategy Task Force

Thursday, March 7	9:00 am
Thursday, May 2	9:00 am
Thursday, September 12	9:00 am
Thursday, November 7	9:00 am

Liquid Waste

Thursday, January 17	1:00 pm
Thursday, February 7	1:00 pm
Thursday, March 14	1:00 pm
Thursday, April 11	1:00 pm
Thursday, May 16	1:00 pm
Thursday, June 13	1:00 pm
Thursday, July 11	1:00 pm
Thursday, September 19	1:00 pm
Thursday, October 17	1:00 pm
Thursday, November 14	1:00 pm

Mayors

Friday, March 8	1:00 pm
Friday, July 5	1:00 pm
Friday, October 11	1:00 pm

Performance and Audit

Thursday, January 31	9:00 am
Wednesday, April 10	9:00 am
Thursday, July 4	9:00 am
Thursday, October 10	9:00 am

Regional Culture

Wednesday, June 19	9:00 am
Wednesday, July 17	9:00 am

Regional Parks

Wednesday, January 16	9:00 am
Wednesday, February 6	9:00 am
Wednesday, March 13	9:00 am
Wednesday, April 3	9:00 am
Wednesday, May 15	9:00 am
Wednesday, June 12	9:00 am
Wednesday, July 10	9:00 am
Wednesday, September 18	9:00 am
Wednesday, October 16	9:00 am
Wednesday, November 13	9:00 am

Regional Planning

Friday, January 11	9:00 am
Friday, February 1	9:00 am
Friday, March 8	9:00 am
Friday, April 5	9:00 am
Friday, May 3	9:00 am
Friday, June 7	9:00 am
Friday, July 5	9:00 am
Friday, September 13	9:00 am
Friday, October 11	9:00 am
Friday, November 8	9:00 am

Water

Thursday, January 17	9:00 am
Thursday, February 7	9:00 am
Thursday, March 14	9:00 am
Thursday, April 11	9:00 am
Thursday, May 16	9:00 am
Thursday, June 13	9:00 am
Thursday, July 11	9:00 am
Thursday, September 19	9:00 am
Thursday, October 17	9:00 am
Thursday, November 14	9:00 am

Zero Waste

Thursday, January 10	9:00 am
Friday, February 8	9:00 am
Friday, March 15	9:00 am
Friday, April 12	9:00 am
Friday, May 17	9:00 am
Friday, June 14	9:00 am
Friday, July 12	9:00 am
Friday, September 20	9:00 am
Friday, October 18	9:00 am
Friday, November 15	9:00 am

Subject: FW: Annual Report
Attachments: BCH18-1056-CR_2018_AR_LowerMainland.pdf; ATT00001.htm

file no. 0230-01

From: Higginbottom, Steve
Sent: Tuesday, December 18, 2018 9:01 AM
To: Neil Belenkie
Cc: Lorna Dysart
Subject: Annual Report

Dear Mayor Belenkie and Council:

On behalf of BC Hydro, I would like to extend our congratulations to you and your council on your recent election. We recognize the commitment you have made to serve your community and look forward to working with you through this new term.

The Lower Mainland Community Relations team is available to assist you in addressing any BC Hydro related issues that are brought to your attention. Our team consists of Jerry Muir, Lisa Waddell, and myself.

In the past, we've provided assistance on BC Hydro related matters in your community such as construction projects, vegetation management, outages, and community funding programs. For your information, we're pleased to share our 2018 Lower Mainland Community Relations annual report detailing some of our work across the region this past year.

For more information on our funding programs and support for local governments, please visit <http://www.bchydro.com/community.html>

Again, congratulations on your recent election.

Sincerely,

Steve Higginbottom | Community Relations Coordinator

BC Hydro
916 Riverside Road
Abbotsford, BC V2S 7N9

bchydro.com

Smart about power in all we do.

Lower Mainland Community Relations 2018 Annual Report

Fall 2018

Transmission line feeding into Cheekye Substation, north of Alice Lake, near Squamish.

Message from Chris O'Riley, President



BC Hydro is pleased to share our Community Relations annual reports detailing some of our work in your region.

With municipal elections recently completed, I want to start by welcoming new and returning elected officials. We look forward to working with you over the course of your tenure.

We know that affordable, reliable and clean electricity is vital to British Columbia's economic prosperity and our quality of life. We continue to invest over \$2 billion per year to upgrade aging assets and build new infrastructure to ensure our system is ready to support British Columbia's growing population and economy.

At the same time, we have an important responsibility to keep electricity rates affordable for our customers. We're working with the Government of B.C. to keep electricity rates low and predictable over the long-term, while ensuring we have the resources we need to continue to provide clean, safe and reliable electricity. We've also enhanced our customer-facing affordability programs, and will continue to focus on making it easier for our customers to do business with us.

Inside this report, you'll find many examples of how we're working with your communities. You'll also find some Important Indicators of how we're doing, for example, in providing you with reliable power.

In the Lower Mainland, we recently completed upgrading the Ruskin Dam and Powerhouse in Mission. The facility generates enough energy per year to power over 30,000 homes. As well, we're upgrading a number of substations and planning for new ones to ensure we can continue to deliver safe and reliable electricity.

With our operations extending to every corner of the province, we're proud to consider ourselves not just service providers, but also members of your communities. If you have any questions, please contact our Community Relations representatives in your region. We'd be pleased to help.

Sincerely,

Chris O'Riley
President
BC Hydro

Quick Facts

PROVINCE-WIDE:

4 million customers

Electricity is delivered through a network of:

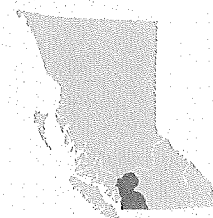
- 79,000 kilometres of transmission and distribution lines
- over 300 substations
- 1 million plus utility poles

Capital investments of more than \$2 billion a year

LOWER MAINLAND DAMS AND GENERATING STATIONS:

Alouette	9 MW
Bridge River	478 MW
Buntzen	76.8 MW
Cheakamus	158 MW
La Joie	25 MW
Ruskin	105 MW
Seton	48 MW
Stave Falls	91 MW
Wahleach	65 MW

MW = megawatt



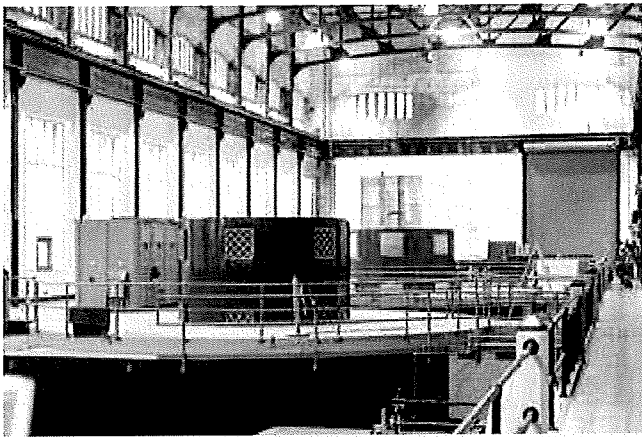
 **BC Hydro**
Power smart

Capital projects

We're continuing to invest significantly in our aging electrical system and build new facilities for future growth. Some of our Lower Mainland capital projects are described below.

RUSKIN DAM AND POWERHOUSE UPGRADE COMPLETED

Imagine a mechanic fixing the brakes and engine on your 1930s vintage car while you're driving it down the highway. From an engineering perspective that's a fair analogy to describe the work that we completed this year on the Ruskin Dam and Powerhouse in Mission. While upgrading the facility over six years, we continued to generate electricity for our customers.



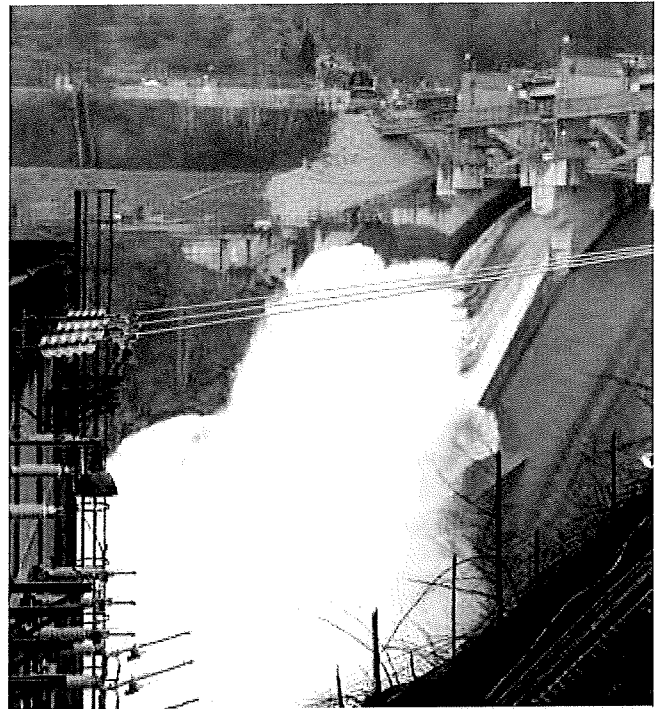
Upgraded generating units at Ruskin Powerhouse in Mission.

The upgrade included:

- Replacing seven 30-tonne spillway gates and eight piers that were over 85 years old with five new 80-tonne spillway gates and six new piers
- Replacing and refurbishing the original three 35 megawatt generating units
- Replacing and relocating the original switchyard

What's a spillway gate?

A spillway is a structure built into a dam to enable the release of water from the reservoir into the water course below the dam. A spillway gate is a moveable structure that can retain water in the reservoir and release it when required.



New spillway gates and piers being constructed at Ruskin Dam in Mission.

A 40-metre long, 262,175-kilogram movable bulkhead had to be designed and installed on the dam to hold back the Hayward Reservoir as we replaced the spillway gates and piers in three different phases over three and a half years. The new gates and piers are now designed to withstand an extreme earthquake (1 in 10,000 chance of occurring in any one year).

The upgraded Ruskin facility generates enough energy per year to power over 30,000 homes. For more information, please select bchydro.com/ruskin.

Did you know?

We operate some of the largest dams in the world. Today, we manage the safety of the structures – 80 dams at 41 locations across the province – that retain the reservoirs and control the passage of water.

Our dam safety program – which is based on provincial regulations, guidelines published by the Canadian Dam Association and international best practices – has been modelled by other jurisdictions in North America and around the world. For more details, please select bchydro.com/damsafety.

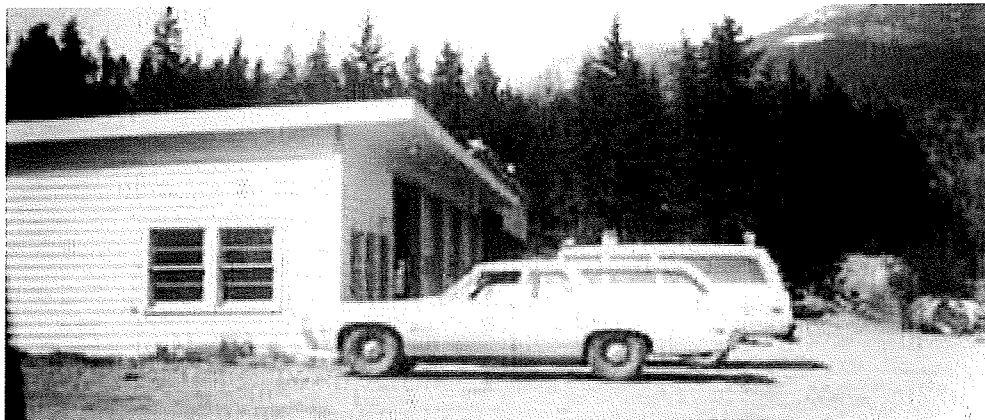
PEMBERTON FIELD OPERATIONS CENTRE UPDATE

To meet current and growing customer needs in the Pemberton area and improve safety for our workers, we had to replace our field operations centre.

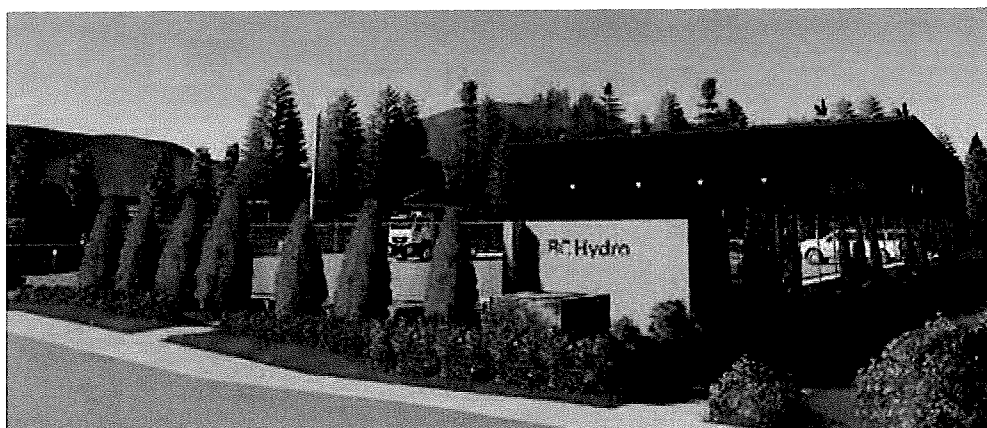
We conducted a review of over 50 potential sites evaluating each to identify suitable properties that meet our post-disaster guidelines – as our field buildings must remain operational after a natural disaster so that we can provide emergency response to the community.

Once it was determined that rebuilding on the existing site was the best available option, we worked closely with staff from the Village of Pemberton, other members of the community and our field crews to improve the overall aesthetics and site re-development plan. As well, the new building will:

- Improve sustainability by shadowing Leadership in Energy and Environmental Design (LEED™) certification
- Meet design requirements for 1:500 year flood protection
- Reduce environmental impact and load on the Village's infrastructure by collecting and managing storm water surge onsite
- Improve security by following Crime Prevention Through Environmental Design (CPTED) principles



Our Pemberton Field Operations Centre was originally built in the early 1960s. Photo courtesy of Pemberton & District Museum and Archives Society.



Architectural drawing of new field operations centre in Pemberton.

At a public open house, we offered a virtual reality tour of the proposed design to give members of the community a better sense of what the project will look like when completed. Please select bchydro.com/pembertonfo to check it out.

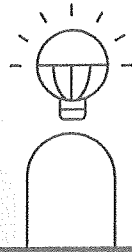
New and upgraded electrical substations

We're upgrading a number of existing substations in the Lower Mainland as well as planning for new ones to ensure we can continue to deliver electricity to meet future demand.

For example, our electricity system in downtown Vancouver is aging and needs upgrades. A new substation is required in the west end of the city to replace an existing, 65-year old downtown substation so our customers continue to have access to safe and reliable power.

For more details, please select bchydro.com/projects.

Regional information



Planned Outages

We must regularly work on the electrical system to maintain its safe and efficient operation. Unfortunately, some of this work can only be done with the power lines de-energized, which usually means an outage for some customers.

It's nearly impossible to find a date for a planned outage that works best for everyone who's affected but we start planning weeks in advance to get feedback from municipal officials and the community.

We make phone calls to specific people, send letters to customers who will be affected and run advertisements in community newspapers and on local radio stations. The advance notice also allows businesses to arrange for alternate generation for the duration of the outage so that they can keep their businesses open.

HOW WE DECIDE ON AN OUTAGE DATE

We consider various factors when finalizing a date:

- **Safety:** public and worker safety is always our primary concern.
- **Availability of experts:** some of the work we do is specialized and can only be performed by crews with very unique skills and equipment. If this is the case, we must schedule work around their availability.
- **Weather:** some work can't be done when it is raining; other work can be done under all weather conditions. This is why outages can sometimes be cancelled at the last minute.
- **Schools:** if an outage may impact a school, we do our best to ensure it falls on a day when school is not in session.
- **Community events:** if there is a community event or celebration scheduled, we'll rule out that day.
- **Traffic management:** some work may cause disruptions to traffic. We need to work with municipal officials to ensure our work fits into their traffic management plans.

Keep account information up to date

Preparing for an outage starts long before it happens by keeping account information up to date.

When a resident or business owner calls us to report a power outage, we'll ask for information to help pinpoint their location. If you don't have a BC Hydro account or Site Location ID (SLID) number handy, the easiest and fastest way for us to identify an account is through a main telephone number.

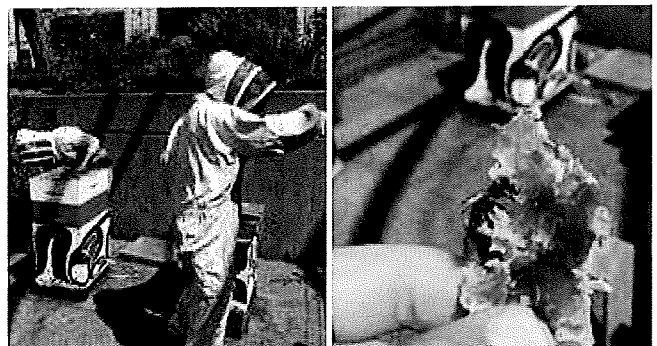
Ensuring we have the current contact information will help us answer questions faster, and helps to pinpoint the location of power outages.

We can all take steps to prepare for an outage when we know it's going to happen, but most often, power outages are caused by factors beyond our control – wind, lightning, motor vehicle accidents – and can happen at any moment. To get specific information on how to prepare, please select bchydro.com/outages.

Hives for Humanity at Vancouver park

Hives for Humanity installed two hives in Cathedral Square – a small urban park that sits atop a BC Hydro substation. Bumble bees, honey bees, mason bees and butterflies provide essential ecosystem services by pollinating crops, backyard gardens, fruit trees, and native plants. Activities have included pollinator and garden workshops, including one where visitors sampled the honey.

The bee hives are designed with a protective fence that not only dissuades visitors from getting too close, but also ensures the bees exit the hive at an upward angle that largely takes them clear of those who use the park.



Bee hives at Cathedral Square Park in August 2018.

Installing Mobi Bikes at Murrin Substation

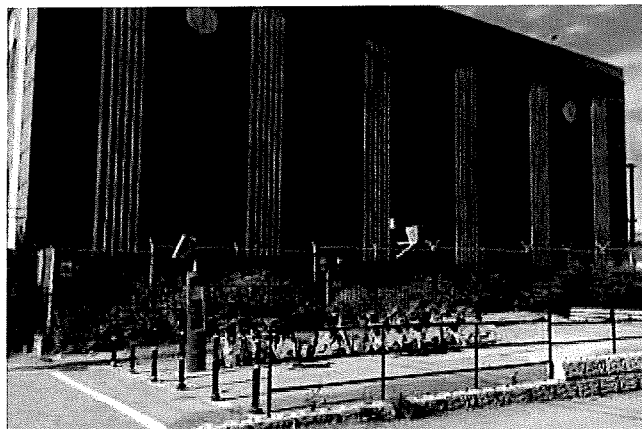
Mobi had been looking to expand their network and install more bike stations in Chinatown and approached us about hosting one at Murrin Substation. It was an ideal spot, because of its close proximity to a number of bike lanes leading into the downtown core.

Bike share is a service that makes public bicycles available for shared use to individuals on a short-term basis. The bikes can be unlocked from one station and returned to any station in the system. It's ideal for short one-way trips and a great way to commute.

Murrin itself has been providing electricity to the community around it since 1947, and this partnership presented an exciting chance to re-purpose some underutilized space in support of a new community endeavour.

The station was installed in mid-July, and that very weekend saw over 50 riders use the bikes on site.

This project is an example of BC Hydro working with a community partner in an innovative way. By keeping an open mind, it's often possible to discover solutions that may not be immediately apparent from the start. In this case, we were able to reach an agreement that worked for everyone.



Murrin Substation with newly installed Mobi bike share station.

Supporting communities

Trees and vegetation management

Our electrical system is complex and highly efficient, with over 79,000 kilometres of overhead transmission and distribution power lines throughout the province. Managing trees and plants around these lines is important for safety and service reliability.

Our vegetation management team regularly inspects trees and other tall vegetation growing under or adjacent to our overhead system to identify potential problems. Tall, diseased or flawed trees can fall or grow into power lines, causing electrical outages.

Vegetation management contractors – we employ professional arborists and foresters that follow strict environmental guidelines – then prune or remove trees and vegetation in areas where the lines may be impacted. What's more, when an area experiences reliability issues, we assess the local distribution lines for potential tree-related causes. Even with a proactive management program, more than half of all outages in B.C. are caused by trees. For more information, please select bchydro.com/trees.

Community ReGreening Program

Our Community ReGreening Program helps fund urban tree planting that's related to visual aesthetics and environmental enhancements. We pay for seedlings, medium and large trees in cities and towns across B.C. Over the past 20 years, we've funded the planting of more than 300,000 trees.

We partner with local communities and Tree Canada to help make sure appropriate trees are planted around power lines, while enhancing open spaces. The program is intended for small-scale community projects and is open to local governments served by BC Hydro. All applications need to be received by January 31, to be eligible for funding within the same year. For more information, please select bchydro.com/regreening.

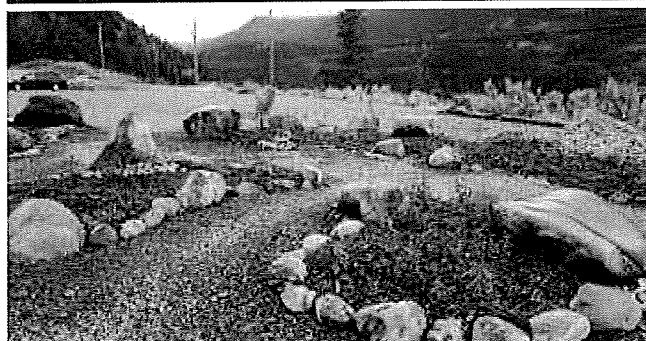


Successful applicants over the past year included:

Community	Project	Funding
Abbotsford	Townline Hill Park – Arbour Day	\$3,500
Bowen Island	Beach access trail beautification	\$1,600
Burnaby	Park beautification	\$6,000
Chilliwack	Yale and Spadina plum tree replacements	\$4,270
Coquitlam	Growing community root	\$4,000
Delta	Park beautification	\$5,000
Kent	Cemetery beautification	\$2,000
Langley Township	Park beautification	\$3,000
Lillooet	Highway beautification	\$2,500
Maple Ridge	Boulevard and street tree replacement	\$8,000
Mission	Parks beautification	\$4,000
North Vancouver City	Growing community root	\$5,000
North Vancouver District	Mount Fromme MBA Cedar projects	\$6,000
Port Coquitlam	Community regreening	\$2,000
Surrey	Park beautification	\$3,700
Vancouver	Everett Crowley Park	\$12,000
White Rock	Tree replacement	\$5,000



Highway beautification in Lillooet.



September Morn beach access beautification on Bowen Island.

Beautification program

We provide financial assistance to municipal governments for conversion of overhead electrical distribution lines to underground facilities, and for installation of decorative wraps on our existing pad-mounted equipment.

This past year, successful applicants for conversion of overhead to underground facilities included:

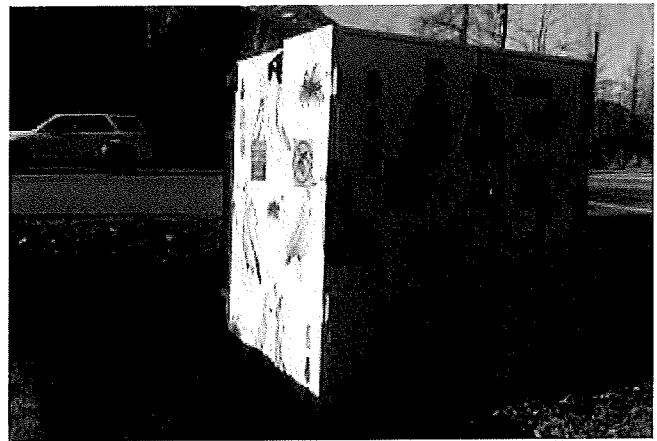
- ☐ North Vancouver (City)
- ☐ Port Coquitlam
- ☐ Surrey
- ☐ West Vancouver

As well, successful applicants for decorative wraps included:

- ☐ Chilliwack
- ☐ Delta
- ☐ Kent
- ☐ North Vancouver (District)
- ☐ Pemberton
- ☐ Pitt Meadows
- ☐ West Vancouver

Since wraps were first added to the program a few years ago, we've seen year-over-year increases. Due to this popularity, we're establishing a stand-alone funding program and simplifying the application process. The beautification fund will remain and continue to support undergrounding projects.

While we work to launch this new program, we're not currently accepting any new applications. Please check back with us in the coming months for additional information by selecting bchydro.com/beautification.



Decorative wrap installed in Squamish in 2017.

Decorative wrap policy

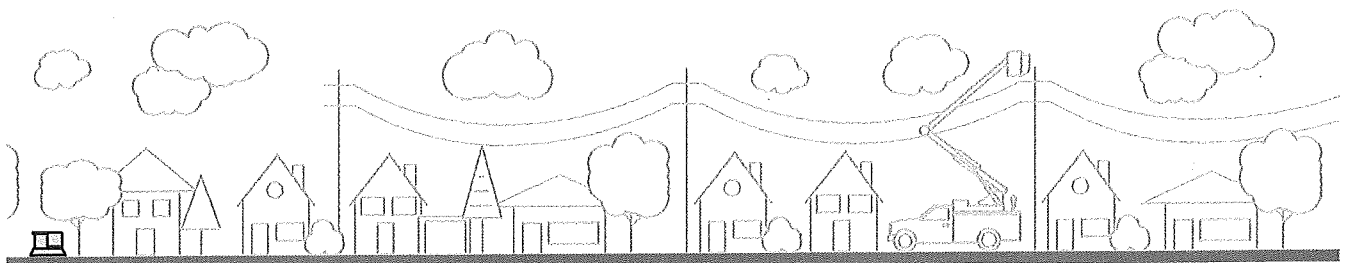
We allow decorative wraps to be installed on our pad-mounted equipment. Municipal governments, strata councils, property managers and well-established community groups (i.e. Business Improvement Associations, Kinsmen, Lions or Rotary Clubs, Neighbourhood Associations) or businesses (established for five years or more) are eligible to apply. Requests from individual homeowners or renters aren't being accepted at this time.

For more information about the decorative wrap policy and installation guidelines, please select bchydro.com/wrap.

Fish & Wildlife Compensation Program

The Fish & Wildlife Compensation Program (FWCP) is a partnership of BC Hydro, the B.C. Government, Fisheries and Oceans Canada, First Nations, and public stakeholders, to conserve and enhance fish and wildlife in watersheds impacted by BC Hydro dams.

Since 1999, there's been more than \$34 million invested in fish and wildlife projects in the Coastal region (which includes the Lower Mainland) through the FWCP. For more details, please select fwcp.ca.



In 2017–2018, the FWCP funded projects in the Lower Mainland for an investment of just under \$900,000. Examples include:

Project	Project Lead	FWCP \$ Contribution	Watershed
Supporting anadromous salmon in Alouette River watershed	Alouette River Management Society	\$137,877	Alouette
Restoring species of conservation and cultural value in Alouette and Pitt River watersheds	Katzie Development Limited Partnership	\$62,500	Alouette
Supporting recovery of Northern Spotted Owls	British Columbia Conservation Foundation	\$68,892	Bridge–Seton
Testing artificial fisher dens in Bridge–Seton watershed	Davis Environmental Ltd.	\$41,120	Bridge–Seton
Restoration of the Lillooet Sub–Population of Northern Spotted Owls	Ministry of Forests, Lands and Natural Resource Operations	\$67,370	Bridge–Seton
Removing invasive plants in Bridge–Seton River watershed	Lillooet Regional Invasive Species Society	\$9,980	Bridge–Seton
Improving fish habitat at Gates Creek	Lillooet Tribal Council	\$25,320	Bridge–Seton
Restoring endangered Whitebark Pine in Bridge–Seton River watershed	Lillooet Tribal Council	\$21,829	Bridge–Seton
Creating habitat for salmon in Cheakamus River watershed	Squamish River Watershed Society	\$147,735	Cheakamus
Improving flows in Squamish River	Squamish River Watershed Society	\$5,000	Cheakamus
Restoring Sockeye in Coquitlam Reservoir	R2 Resource Consultants, Inc.	\$93,000	Coquitlam
Tagging salmon in Coquitlam Reservoir	LGL Limited Environmental Research Associates Ltd.	\$96,536	Coquitlam
Restoring salmon habitat in Stave River watershed	Fraser Valley Watersheds Coalition	\$78,894	Stave
Supporting mesocarnivores in Wahleach and Stave River watersheds	Ministry of Environment	\$34,238	Stave and Wahleach



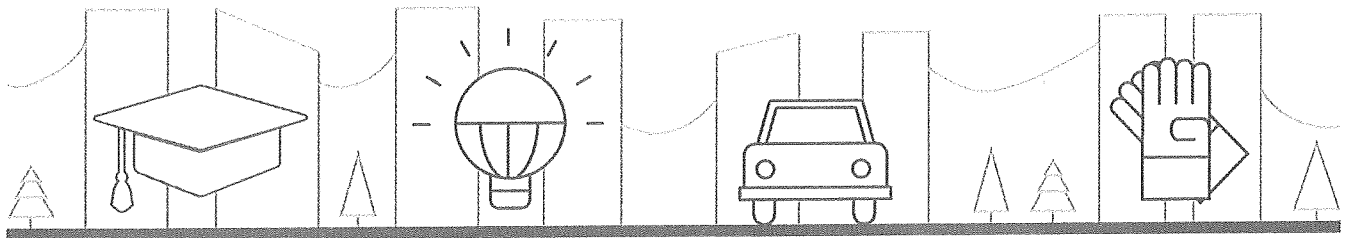
Northern spotted owl chick – in May 2018 when it was born – and again in June. Photos courtesy of the Northern Spotted Owl Breeding Program.

Grants-in-lieu

We pay net property tax and grant payments to local governments. The grant program is a provincial government initiative and the amounts paid are determined under the current legislation. Listed below are the grants paid to each community in the Lower Mainland as of June 30, 2018.

Municipality/District	School Taxes*	Grants	Other Taxes	Total Payments
City of Abbotsford	\$1,554,876.86	\$1,934,740.24	\$1,871.76	\$3,491,488.86
Village of Anmore	\$301,947.02	\$96,097.13	0	\$398,044.15
Village of Belcarra	\$17,929.20	\$6,546.23	0	\$24,475.43
Municipality of Bowen Island	\$40,334.00	\$49,716.69	0	\$90,050.69
City of Burnaby	\$3,982,842.82	\$6,346,352.09	\$270,056.27	\$10,599,251.18
City of Chilliwack	\$857,615.10	\$899,743.17	0	\$1,757,358.27
City of Coquitlam	\$1,880,076.71	\$1,642,791.69	\$17,587.47	\$3,540,455.87
Corporation of Delta	\$1,452,774.73	\$2,194,149.63	\$1,533.10	\$3,648,457.46
Regional District of Fraser Valley	0	\$130,298.00	0	\$130,298.00
Village of Harrison Hot Springs	\$14,954.40	\$18,269.06	0	\$33,223.46
District of Hope	\$81,489.66	\$102,532.19	0	\$184,021.85
District of Kent	\$347,661.66	\$83,642.16	0	\$431,303.82
City of Langley	\$81,975.03	\$244,496.92	\$68.76	\$326,540.71
Township of Langley	\$1,163,234.12	\$1,475,980.40	\$56,066.86	\$2,695,281.38
District of Lillooet	\$527,739.17	\$206,931.34	0	\$734,670.51
Village of Lions Bay	\$28,113.20	\$43,257.24	0	\$71,370.44
City of Maple Ridge	\$1,131,595.89	\$911,914.03	\$1,151.94	\$2,044,661.86
District of Mission	\$2,160,771.98	\$1,088,875.07	\$52.92	\$3,249,699.97
City of New Westminster	\$145,686.99	\$180,924.65	(0.16)	\$326,611.48
City of North Vancouver	\$425,183.14	\$795,967.84	0	\$1,378,077.77
District of North Vancouver	\$1,610,083.04	\$3,135,055.68	\$17,243.00	\$4,762,381.72
Village of Pemberton	\$72,544.92	\$91,915.29	\$3,168.32	\$167,628.53
City of Pitt Meadows	\$127,920.42	\$177,941.46	0	\$305,861.88
City of Port Coquitlam	\$164,557.78	\$476,394.02	\$10,202.90	\$651,154.70
City of Port Moody	\$837,174.38	\$443,877.37	0	\$1,281,051.75
City of Richmond	\$1,837,481.02	\$3,087,326.02	\$15,240.36	\$4,940,047.40
District of Squamish	\$946,019.24	\$378,308.77	\$146.00	\$1,324,474.01
Regional District of Squamish-Lillooet	0	\$1,312,547.00	0	\$1,312,547.00
City of Surrey	\$7,243,059.55	\$11,166,613.66	\$289,069.15	\$18,698,742.36
City of Vancouver	\$8,717,596.82	\$16,867,832.17	\$232,391.36	\$25,817,820.35
District of West Vancouver	\$410,048.04	\$384,013.73	0	\$794,061.77
Resort Municipality of Whistler	\$449,891.38	\$461,228.68	\$1,796.31	\$912,916.37
City of White Rock	\$83,581.16	\$152,035.94	\$4,816.09	\$240,433.19

*Local governments collect school taxes which are then forwarded to the provincial government to help fund school districts.



Community grants

By providing power to the people and businesses of this province, we provide an essential and important service. We also believe in doing more than that: we offer two types of grants to support non-profit organizations and registered charities that are making a difference in their communities. Last year, we supported over 63 community-based projects across every region of the province.

Our grants are given out in three focus areas: building the workforce of tomorrow, public safety, and promoting smart energy ideas. When planning for your project, please keep in mind that our grants have set criteria and application deadlines. To learn more, please select bchydro.com/grants.

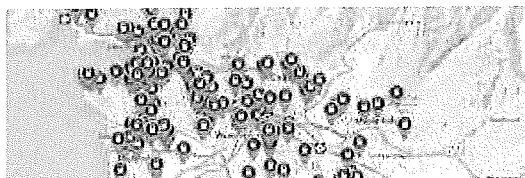
Some of the organizations that we supported in the Lower Mainland this past year included:

Organization	Project	Community	Grant
Engineers and Geoscientists BC	BC Science Games	Lower Mainland	\$1,000
Fraser Valley 4 H Regional Council	Awards Program	Fraser Valley	\$1,500
Greater Vancouver Regional Science Fair Society	2019 Regional Science Fair	Lower Mainland	\$1,000
Langley Environmental Partners Society	Community Based Environmental Stewardship	Langley	\$2,000
Northwest Wildlife Preservation Society	Nature Walks and Workshops	Lower Mainland	\$2,000

As well, we've established two \$500 scholarships which are offered to students pursuing post-secondary studies in STEM (Science, Technology, Engineering and Math) or trades training. These are open to all students graduating from Lillooet Secondary School. For more information, please contact the school.

For information on other post-secondary opportunities, please select bchydro.com/scholarships.

Electric vehicle charging stations added to cross-province network



This year, we've added 28 new fast-charging stations to our electric vehicle charging network – including 12 new stations in the Lower Mainland.

Drivers of electric vehicles can travel across B.C. from Tofino to the Alberta border. Our fast-charging network can charge an electric

vehicle's battery to 80% in 30 minutes or less. With this infrastructure in place, electric vehicle ownership becomes a feasible option for all residents of B.C.

We've been installing charging stations throughout the province since 2012 with support from the provincial and federal governments and in partnership with municipalities, regional districts and others.

There are now about 1,000 public charging stations in B.C. and most of them are easy to find on Plug Share, both online and via an app.

Reliability performance



We recognize how important the reliable supply of electricity is to our customers. We'll continue to improve, reinforce and maintain the electrical system.

The information below provides a comparison between Fiscal 2017 and Fiscal 2018 for communities in the Lower Mainland region. These statistics include interruptions due to planned outages.

Community	Fiscal 2017 Average customer interruption duration (hours)	Fiscal 2018 Average customer interruption duration (hours)	Fiscal 2017 Average number of interruptions per customer	Fiscal 2018 Average number of interruptions per customer
Abbotsford	2.38	5.08	1.86	3.11
Anmore	3.22	0.63	8.89	6.43
Belcarra	3.83	1.27	12.15	6.19
Bowen Island	4.19	1.51	5.02	7.66
Burnaby	3.10	2.88	0.94	0.72
Chilliwack	2.01	2.39	4.08	2.41
Coquitlam	1.89	1.78	1.71	1.40
Delta	1.37	2.18	1.62	1.71
Harrison Hot Springs	1.91	2.02	4.12	3.09
Hope	2.22	2.42	4.36	4.83
Kent	2.63	4.88	9.33	6.51
Langley City	1.43	1.89	1.73	1.15
Langley Township	1.86	4.15	2.99	3.18
Lillooet	5.32	3.37	2.24	4.18
Lions Bay	2.73	0.89	2.18	4.78
Maple Ridge	2.32	1.98	2.97	1.76
Mission	2.59	7.58	6.62	5.09
New Westminster	2.93	1.11	1.05	3.92
North Vancouver City	2.92	3.04	0.37	0.71
North Vancouver District	3.14	3.15	1.21	1.72
Pemberton	1.07	1.05	5.95	5.62
Pitt Meadows	3.28	2.12	1.96	0.65
Port Coquitlam	1.64	1.62	3.38	2.56
Port Moody	2.08	2.25	1.54	1.82
Richmond	2.35	1.64	1.17	1.82
Squamish	2.00	1.98	0.57	2.41
Surrey	1.73	2.23	1.53	1.69
Vancouver	2.61	2.36	0.65	0.74
West Vancouver	4.85	1.90	1.62	1.52
Whistler	1.58	2.58	1.00	1.67
White Rock	2.99	2.24	0.29	0.71

BC Hydro Community Relations

At BC Hydro we build strong relationships to support the unique needs and strengths of the communities we serve. Our Community Relations team does this by listening, providing information and working together with communities. We're the point of contact for local government, media, local business and community groups. Whether it's for capital projects, corporate initiatives and programs, local BC Hydro activities, significant planned outages, emergency response or unplanned power outages, we work hard to meet the needs of our stakeholders and ensure communities are kept informed.

Lower Mainland

If you have questions or comments for us, please contact:

Jerry Muir
Community Relations Manager
604 623 3986
jerry.muir@bchydro.com

Steve Higginbottom
Community Relations Coordinator
604 623 3593
steve.higginbottom@bchydro.com

Lisa Waddell
Public Affairs Research Assistant
604 623 4144
lisa.waddell@bchydro.com

BC Hydro guide for local government

Quick access to key information on bchydro.com

My Hydro and Energy Savings initiatives

My Hydro
bchydro.com/myhydro/

Log in to manage your account.

Energy savings programs
bchydro.com/energysavings

Learn how you can be smart with your power. Take advantage of rebates and programs.

Smart Meters
bchydro.com/smartmeters

Find out how smart meters help us better manage our electricity grid, and improve service and reliability.

Projects

Capital Projects
bchydro.com/projects

We're investing more than \$10 billion in our province over the next five years. Learn more about projects taking place in your region.

Programs

Beautification program
bchydro.com/beautification

Our beautification fund assists municipal governments in achieving their objectives related to environmental concerns and visual aesthetics. Learn more about the program and the principal considerations that should be included in a proposal.

Community ReGreening Program
bchydro.com/regreening

The regreening program assists municipalities with urban tree planting while helping to make sure appropriate trees are planted around power lines.

Community Giving

Grants for community groups
bchydro.com/grants

Learn about our funding opportunities and how to apply for them.

Scholarships & Endowments
bchydro.com/scholarships

We look to build the next generation of engineers, electricians, and many other key roles who will help us deliver clean energy for generations. Learn about our scholarship and endowment opportunities.

Report an outage

How to report a power outage
bchydro.com/outages

Check the outage map or list to see if we know your power is out. If not, call us at 1 800 BCHYDRO (1 800 224 9376) or *HYDRO (*49376) on your mobile phone to report it.

Report graffiti

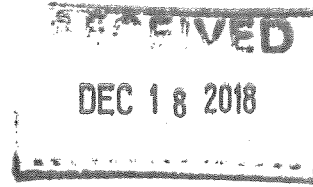
How to report graffiti
bchydro.com/graffiti

We rely on the public to report graffiti on everything from our pad-mounted transformer boxes to our offices.

 facebook.com/bchydro
 [@bchydro](https://twitter.com/bchydro)

 instagram.com/bchydro
 youtube.com/bchydro

 **BC Hydro**
Power smart

Subject:FW: Message from the Legislative Assembly of British Columbia *FILE NO. 0410-01***From:** info@civicinfo.bc.ca <info@civicinfo.bc.ca>**Sent:** Tuesday, December 18, 2018 10:34 AM**To:** info@civicinfo.bc.ca**Subject:** Message from the Legislative Assembly of British Columbia

This message is being sent by CivicInfo BC to all BC Local Governments on behalf of the Legislative Assembly of British Columbia.

Subject: Call for Written Submissions - Select Standing Committee on Crown Corporations

Intended Recipient(s): Mayors/Chairs/Chief Administrative Officers

Attachments: None. See message below.

MESSAGE:

Dear Mayor and Council / Chair and Board,

On November 27, 2018, the Legislative Assembly of British Columbia authorized the all-party Select Standing Committee on Crown Corporations to conduct an inquiry into transportation network services (ride hailing services).

The Committee's Terms of Reference specifies that the Committee may only consider input on four areas of regulation. As part of its work, the Committee would like to invite you to provide a written submission focused on any or all of the following four topics:

- What criteria should be considered when establishing boundaries?
- How should regulations balance the supply of service with consumer demand, including the application of the Passenger Transportation Board's current public convenience and necessity regime as it pertains to transportation network services?
- What criteria should be considered when establishing price and fare regimes that balance affordability with reasonable business rates of return for service providers?
- What class of drivers' licence should be required for ride-hailing drivers to ensure a robust safety regime without creating an undue barrier for drivers?

Should you wish to participate, would you kindly provide a written submission in pdf or word format to CrownCorporationsCommittee@leg.bc.ca by **Friday, February 1, 2019**. Written submissions may be 500 words in length, with an additional 1000 words to answer each of the questions above for a maximum of 4500 words.

Submissions to parliamentary committees are considered public documents and may be published on the Committee's website or made available to interested parties upon request following the release of the Committee's report.

Further information on the work of the Committee, including a list of Members and the Committee's Terms of Reference, is available online at: <https://www.leg.bc.ca/cmt/cc>

If you have any questions about the work of the Committee, please contact the Parliamentary Committees Office at 250-356-2933 or CrownCorporationsCommittee@leg.bc.ca.

On behalf of the Committee, thank you for your consideration of this invitation. We look forward to your participation.

Sincerely,

Bowinn Ma, MLA (North Vancouver-Lonsdale), Chair
Stephanie Cadieux, MLA (Surrey South), Deputy Chair

cc: Susan Sourial, Clerk to the Committee

Select Standing Committee on Crown Corporations
c/o Parliamentary Committees Office
Room 224, Parliament Buildings, Victoria, BC V8V 1X4

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